TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – August 27, 2019, 6:30pm
Selectmen’s Meeting Room, 37 Main St., Charlton MA


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 6:50pm with the pledge to the flag.

II. Consent Agenda:
1. Minutes of Special Meeting – July 29, 2019. Motion by Mr. Borowski to approve the minutes of the Special Meeting of July 29, 2019, seconded by Ms. Spiewak, motion carries with Ms. Noble abstaining.
2. Minutes of Regular Meeting – July 30, 2019. Motion by Mr. Borowski to approve the minutes of the regular meeting of July 30, 2019, seconded by Mr. McGrath, motion carries unanimously.

III. Community Relations, Announcements and Open Forum:
- Chairman Singer read the announcements.
- Ms. Spiewak stated that the United Way of Southbridge, Sturbridge and Charlton are looking for volunteers for their 2019 day of giving. The date is Friday, September 13th and you can find more information on their website or facebook page. There are two projects in Charlton and one is Dodge Chapel.
- Kathleen Walker, Chairman of the Old Home Day Committee came forward. She read the names of the committee members that have been meeting since January to work on this event which will host thousands. She read the names of the people that have been nominated for outstanding citizens:
  - Quinn Beck – Youth Service Award
  - Rita Reil – Community Service Award
  - Sue Crockett – Community Service Award
  - Linda Davis – Community Service Award
  - Jack Bacon – Posthumous Award
  - Camosse Masonry Supply – Business Award
  - Debra Ciesluk – Parade Marshall
  - Cathy Kuehl – Citizen of the Year
- Ms. Spiewak thanked the committee and the award recipients for all their work.
- Kristin Kustigian from Carroll Hill Road came forward. She said last fall there was a little bit of a snafu and she wanted to bring it to the board’s attention. Last fall the Music Parents
emailed looking for permission to put up temporary community signs to advertise the event that is a community fundraiser. She said for some reason their email was never seen and their signs were yanked. She said her second item is that she noticed on the agenda there is an item for a specific board for legal fees. She said the Planning Board was singled out and she wanted to mention that it would be better for everyone in town if it was a little more holistic if every board’s legal fees were listed. Chairman Singer mentioned to have the music group email earlier and to the whole board.

- Terri Gough, Deputy EMD for the town is here to notify the board about the Community Emergency Response Team CERT. There is another program in November which is sponsored by Tri-Epic and it will be held in the Senior Center on Tuesday evenings from 6 – 10pm for roughly 12 weeks.
- Jordan Evans, Charlton Cultural Council announced the Art Show on Old Home Day. Entries will be accepted until this Sunday. She also mentioned the Cultural Council grants program that will start immediately after Old Home Day.

IV. Appointments/Resignations:
1. Appointment – Traffic Controllers – Police. Mrs. Craver stated that attached is a request from Police Chief Maxfield asking for the following retired career Law Enforcement Officers to be appointed as Traffic Controllers for fiscal year 2020:
   James McDonald
   William Bedard
She would recommend the board make the appointments as requested. Motion by Ms. Spiewak to make the appointments as recommended, seconded by Mr. Borowski, motion carries unanimously.

2. Appointment – Building Commissioner. Mrs. Craver stated that this is back on the agenda because the appointment expires on August 30, 2019. Motion by Mr. McGrath that we appoint Curtis Meskus as Building Commissioner, seconded by Ms. Noble. Mr. Borowski stated that his expectation for anyone that is a town employee is that there is a certain decorum that needs to be followed and that is inclusive in being able to answer questions around articles that pertain to your job. His expectation is that for all department heads that attend town meeting who are called upon to respond to questions, that they are able to do that. Ms. Spiewak would look to amend the motion to have a time limit on it. Mr. McGrath said his motion is for the rest of the year when the other appointments are due. Ms. Spiewak would suggest we have this conversation in executive session and then voting. Mr. McGrath doesn’t agree with her. With no further discussion, motion carries unanimously.

V. Scheduled Appointments:
6:40pm – Public Safety Building Committee – next steps. Mrs. Craver stated as you know, voters at the special election voted down the request for a debt exclusion to fund a new public safety building. Town meeting approved a $28,500,000 appropriation for the new public safety building and its worth noting that the vote was not contingent upon a debt exclusion. The Public Safety Building Committee is here tonight to discuss next steps. At their meeting last week, they discussed moving forward with the fire station portion of the project while planning for an addition when the police needed to expand. You have several things to consider:

- Do you eliminate the police portion of the building and resubmit the revised to the voters at the May election with only a fire station? If you wish to do that, would you determine that you need to go back to town meeting for another vote for authorization for a station or do you believe if you
plan a phased approach, you could continue to have the project be a public safety building and complete in 2 phases based on available funding. She asks because, if the board wants to go back to the October town meeting, to please give direction so we can create a warrant article or we can hold as a placeholder.

- Do you review the original project to see how much of the debt could reasonably be paid within the levy limit and ask the voters for a reduced debt exclusion?

- The property has not been purchased per the Board’s direction. Do you want to purchase the property at this time or wait until a construction funding source is determined? Please see the timeline created by Town Counsel as a checklist. You are able to extend the purchase date to Dec 2020 if necessary, but beware that would require notification to the owner that the Town wishes to extend.

The Municipal Building Committee forwarded you a recommendation asking the Board to consider deferring any decision for 6 months to wait to see if a new funding source (i.e. VGG) will be available to complete the full project within the levy limit. Rob Barton and Ralph Fiske came forward. Chairman Singer thinks the board’s first step is to discuss the first step but not have that for six months. Mrs. Craver said the Public Safety Building Committee has asked to move forward with a fire station. The Municipal Building Committee who looks at all the buildings have recommended to hold. Mr. Barton said the Public Safety Building Committee met on August 15th and discussed four options. One was to see if they could trim the building down a little bit and come up with a smaller amount of money. Option two was to build a new Fire Station with a communications center and renovate the existing Police Station. Option three was to build a new Fire Station and renovate the Police Station including their communications center. Option four was to do just a Fire Station only at this time. The public has voiced their opinion that they would support a Fire Station. The committee thought it best to move forward with a Fire Station with a communication center. Mr. Fiske said the architect is still on board and under contract to do this. Mr. McGrath would suggest from what he’s heard is to move forward with the Fire Station and the Communication Center. Mr. Borowski was in support of this but said from what he’s heard, people are more amenable to a price tag of 10 to 15 million. He said there are concerns that we don’t have a holistic capital plan. Mr. McGrath said we need to see what the immediate need of the town is and the schools. Ms. Noble wanted to remind everyone that the current Police Station is not up to code. Chairman Singer would prefer to wait and see where we are financially. He said we need a Fire Station but we can’t exclude police. He thinks we need to do all or nothing. Mr. McGrath said the town has been talking about this since 1994. He said we are putting people at risk without having a proper police station. Steve Coleman came forward. He would ask the public to do some homework and research. If anyone thinks this project can be done for 10 – 15 million, it’s not going to happen. Mr. Barton said they had many meetings to get the word out. He said there was a lot of misinformation out there. He reviewed numbers of what other towns paid for their buildings to be built or renovated. Mr. Borowski said knowing the town doesn’t want this building, what do we do? Mr. Coleman said he attended 6 of the meetings the committee had and most of the time it was just him at the meeting and maybe 1 other. Out of those meetings only 8 people have ever come to hear the presentation. Chief Knopf came forward. He said the reality is that we are kicking this down the road again and at what point do we stop. Mrs. Craver appreciates everything that’s been said. This did go to town meeting and there was an opportunity to hear about the building. She said in the town meeting there was a vote to support a public safety building. The question that went to the voters was to see if they would allow the funding outside of the debt limit. The answer was no. She said maybe do a survey to see what happened. Mr. Barton said he read every comment and there was a common theme. Taxes were just raised because of the school and they can’t afford anymore. Ms. Spiewak said she understands the need
for both but thinks it should be done in phases. Chairman Singer would recommend waiting till May. Mr. Barton said the committee wants to wait until May to but they need to know are they supposed to come up with a new design or a fire station communication building. Kathleen Walker came forward and said the sticker shock is what got to her, she really thinks we need a Fire Station and that’s the direction the board should go in. **Motion by Mr. Borowski to proceed with a Fire Station and Communications Center only allowing for a second phase for a police station to be added on, seconded by Mr. McGrath, motion passes with three ayes and Ms. Noble and Ms. Spiewak – nay.** The next item asked about was the land. **Motion by Mr. Borowski to buy the land, seconded by Mr. McGrath, motion carries unanimously.**

VI. **New Business:**

1. Request for Boot Drive – Charlton Fire Local 4013. Mrs. Craver stated that the Charlton Fire Local 4013 are requesting permission to hold their MDA fill the boot drive on Saturday, September 7, 2019 from 8am – 12pm with a rain date of September 8, 2019, at the intersection of Masonic Home Road, Old Worcester Rd., N. Main St. and Main St. This request was forwarded and approved by Chief Maxfield contingent upon the following safety precautions:
   - All volunteers must wear bright colored vests;
   - Orange traffic cones must be set out at the roads requested for a distance of not less than 50 feet on each respective way prior to reaching the boot drive location. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
   - Signs warning “Voluntary Boot Drive Ahead” must be erected not less than 75 feet from the toll station.

   She would recommend the board approve the request. **Motion by Mr. McGrath to approve, seconded by Ms. Spiewak, motion carries unanimously.**

2. **Special Alcoholic Beverage License request – Chelsea McGovern wedding. Mrs. Craver stated that attached is a request for a special alcoholic beverage license from Chelsea McGovern for a wedding to be held on Saturday, September 28, 2019 from 5pm – 11pm at Camp Joslin, 150 Richardson Corner Road, Charlton, MA. The Police Department, Fire Department and Building Commissioner have all approved the request. 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. She would recommend the Board approve the special license as requested with the dates on the license to be September 27, 2019 – September 29, 2019. **Motion by Mr. McGrath to approve, seconded by Ms. Noble, motion carries unanimously.**

3. **Special Alcoholic Beverage License request – Allan R. Turnelle, St. Joseph Council. Mrs. Craver stated that attached is a request for a special alcoholic beverage license to be used for a fundraiser – spaghetti dinner from Allan R. Turnelle on behalf of St. Joseph Council Knights of Columbus and Mary Martha Guild to be used on September 28, 2019 from 5:30pm – 10:00pm in St. Joseph’s Church Hall, 10 H Putnam Road Ext., Charlton, MA. The Police Department, Fire Department and Building Commissioner have all approved the request. 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. She would recommend the Board approve the special license as requested with the dates on the license to be September 27, 2019 – September 29, 2019. **Motion by Mr. Borowski to approve, seconded by Mr. McGrath, motion carries unanimously.**
4. Request for Common Victualler license (coffee/food) – Power Nutrition. Mrs. Craver stated that attached is a request for a Common Victualler’s (coffee/food) license for Jessica Power, Power Nutrition, 109 Masonic Home Rd., #5. The hours of operation are Monday – Friday 7:00 a.m. to 4:00 p.m., and Saturday 9:00 a.m. to 2:00 p.m. She 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 Mr. McGrath, motion carries unanimously.**

5. Civilian Traffic Commission – request to purchase two additional LED Stop Signs. Mrs. Craver stated that attached is a request from the Civilian Traffic Commission asking the Board of Selectmen to consider purchasing two (2) additional LED Stop Signs to be installed at the intersection of Brookfield Road and Stafford Street to augment the two existing LED Stop Signs. The cost for these two signs would be approximately $4,500. These blinker sign flashing LED Stop Signs have a rechargeable solar power battery that displays red lights in the corners of the octagonal sign thereby making the sign more visible to motorists. In 2018, the Board of Selectmen were gracious enough to allocate funding for four flashing LED Stop Signs and one JAMAR Radar Recorder. Of the $19,350 allocated from the Casella Donation account and after a discussion with our Finance Director, there is currently a balance of $6,855.41 which has been reserved in the Casella Donation account and was not part of the close out of this account. Motion by Mr. Borowski said he would support this at town meeting or some other way but not the Casella account. Ms. Noble said even with the two LED stop signs, in the period of three weeks there were three very bad accidents. Jean Vincent came forward. She asked if we could get the stop signs that are at Center Depot Road and Stafford Street fixed? They aren’t working. Ms. Noble said she remembers when we approved the signs they came with a warrantee. Mrs. Craver to reach out to Highway Superintendent Foskett and have him contact the company. Mr. McGrath said when we allocated the money from Casella, did this go into a different account? Finance Director Donna Foglio came forward. She said it’s still the same account number but is reserved as it’s been authorized for that purpose. **Motion by Mr. McGrath that we approve this with funds already allocated and not used, seconded by Ms. Noble.** Chairman Singer said he supports the signs but would agree to take the money from other funds. Derek Gaylord from the Civilian Traffic Commission came forward. He said at their last meeting they discussed talking to Highway Superintendent about fixing them. **Vote on motion: 2 ayes, Ms. Spiewak, Mr. Borowski and Chairman Singer - nay.** Motion does not pass. Mr. McGrath asked Finance Director Foglio how do we fix the amount left in that account? Ms. Foglio said if the board wants to close out that account it won’t be until the next free cash certification which will be this time next year. She said that also goes to the two trucks that the board obligated the funds to. Mrs. Craver said she could put this request in as an interdepartmental transfer. The board would like to see the Casella account closed. Mrs. Craver asked the board if they still wanted the trucks allocated as approved and they said it was contract obligations.

6. Repair of sidewalks discussion. Chairman Singer left the room. Mrs. Craver stated at the Board’s July 30, 2019 meeting, Selectman Borowski stated that he read on the Planning Board’s facebook page that they had put in applications for grants to repair sidewalks. He asked to coordinate a meeting between the Highway Superintendent and the Planning Board in the fall. He has had requests from people regarding the sidewalks along Main Street and he promised that he would bring it back to the Board for discussion. Planning Board Chairman Patsy Rydlak was at the Board’s July 20th meeting and said she would ask Town Planner Randy Benson to attend the Board’s next meeting. Mr. Benson said he
will attend to provide an update. Chairman Singer asked that we put this item on tonight’s meeting. Mr. Borowski said when he was campaigning a lot of folks brought up the sidewalks and the disrepair. He wanted to have a discussion to coordinate our infrastructure approach. Randy Benson came forward. Mr. Benson said the Planning Board has been working with CMRPC on a program called Complete Streets. You have to get approved through Mass DOT. There is a funding limit of $400,000. We have a $10,000 allocation right now that would pay for engineering and design then apply to Mass DOT for the funding. It has to be prevailing wage and ADA compliant and now we have to decide where to look. They talked about the Village District. There are other improvements that it could be used for. Mr. Borowski asked if the Selectmen can help at all. Mr. Benson said right now they need to figure out where we want to look. He said once they get ideas they will present it to the public for feedback of where they would like to see the work done. Mr. McGrath stated maybe an inventory of what they have for sidewalks already that have the ADA ramps with the yellow slip pads. He said if your sidewalks are in decent shape and you just have to add the yellow pads, then you can put new sidewalks in somewhere else. He said he will look at Main St. Patsy Rydlak, Chairman of the Planning Board had suggested that maybe a few of us could go take a walk and look on a Saturday morning and take some notes. Chairman Singer reentered the meeting. The board thanked them for coming.

VII. Old Business:

1. Treehouse Brewery/ Route 20 – letter to representatives. Mrs. Craver stated that at the Board’s July 30, 2019 meeting, she was directed to contact Traffic at Belmont Street and our State Legislatures asking them to put this project on the fast track for both the plan and design. She attended the Potter Village Bridge now known as the Francis Hylka, Sr. and Joseph Menzone Bridge dedication. She had a chance to speak with representatives from Mass DOT regarding this. Kim Golinski from Tree House contacted her by email stating that her engineers will be reaching out to us to give an update. She had spoken with them and they advised her that things are in fact in process and that there is nothing stopping or holding up the process. It is still an active project. Mrs. Craver would ask the board to hold off on any letters being sent at this time as she is concerned we might damage our credibility and relationship if we now go higher than Mass DOT since they are being extremely helpful. She asked if it makes sense to wait to send these letters at this time? **Motion by Mr. Borowski not to send a letter at this time, seconded by Mr. McGrath, motion carries unanimously.**

2. Discussion of pro’s and con’s of removing Police from Civil Service. Mrs. Craver stated that at the Board’s July 30, 2019 meeting, Chairman Singer noted that he has been pursuing the idea of removing the Police Chief, Lieutenant and possibly the whole police department from Civil Service and to see if we want this on the October warrant. Chief Maxfield has provided you the following pros and cons as well as the process required. For the department itself, there are basically two options:

   (1) A Town Meeting vote to remove the Department from Civil Service: This process essentially leaves everyone who is currently Civil Service with Civil Service status. This would only affect new hires for entry level positions or promotions thereafter.

   (2) Through Collective Bargaining: You meet with the Union and through the bargaining process, the Union would have to agree to remove themselves from Civil Service. Then the whole Union would be out of Civil Service.
Pros:
- Removing the Union from Civil Service would make it permissible to hire transfers from non-Civil Service agencies who would be otherwise prohibited from applying for a position with the Department. We are, in effect, able to hire any qualified candidate.
- We are able to promote without going through an exam or assessment process, should the Town Choose. This would save a lot of time and money.
- Being able to promote without an exam or assessment process would allow the Town to reward people who demonstrate leadership skills in the daily performance of their job versus someone who may simply “test well”. Mrs. Craver said there is a draft warrant article if the board chose to move forward with this.

Chairman Singer clarified that this is just for the Police Chief and Lieutenant not the whole department. Mrs. Craver would recommend that unless there is a lot of discussion, that we hold this until the warrant articles. Chief Maxfield came forward. Chairman Singer said he wanted to remove the Chief and Lieutenant from Civil Service because he believes in the Assessment Center. Mr. Borowski asked the chief if it’s fair to say that more municipalities are going in this direction and he said yes. Jessica Lewerence, HR Director came forward. She said the Chief had some difficulty when he posted his last two positions for police officers in terms of transfers from other towns, and part of the challenge when you transfer from another town, they have to be a civil service town in order to transfer into another civil service town. Mr. Borowski thanked the chief from the community because there was speeding and traffic concerns, he approached the chief with it and within days, things were taken care of.

3. Legal Expenses – Planning Board. Mrs. Craver stated that the board has asked to discuss the Planning Board’s legal expenses and setting limits for services. To date, regarding the LNG review begun by the Planning Board and now shifted to the LNG Advisory Committee you have approved $30,000 as promised by NEC; $50,000 from Town Counsel line item and $50,000 approved from Finance Committee’s Reserve Fund for a total of $130,000. She is carrying another $250,000 in a warrant article for that review. She believes the Committee is in the process of hiring an attorney and consultants. You are to discuss estimated costs and limits to those contracts. Regarding the Valley Green Grow (VGG), the Planning Board has been authorized a total of $34,000. She is carrying another $250,000 for legal expenses on the Special Town Meeting warrant to fund appeals of the sub-division, site plan and potential bad faith claims against the Town and its officials. Chairman Singer asked that we put this item on tonight’s meeting. Chairman Singer said this is mostly for informational purposes. He said his one request is regarding the $250,000 he would like it to be a TBD. Ms. Spiwak asked Ms. Foglio if there is anything she would like us to do as far as setting limits. Chairman Singer said he has also asked for an article to be on the warrant to create a legal fund for the Planning Board so they will have their own fund for legal services and they won’t have to come to us to ask for it. Ms. Noble asked how much does Water Sewer get and Chairman Singer thinks it’s $30,000. Ms. Noble asked what would be the limit on the Planning Board. Chairman Singer said it would be a discussion between our board, planning and finance. If they expend this money, they will need to go to town meeting and explain where they spent it and ask the taxpayers for more. Mrs. Craver asked if the board could say why they are doing this for the Planning Board in case any other departments come forward. Chairman Singer said it depends upon need. The Water/Sewer and Planning Board legal needs are going to be higher than any others. Mr. McGrath said they are in an abnormal cycle right now. Mr. Borowski said by leaving it up to the town now to make the decisions, and they could decide to zero it out.
This discussion will no longer be between the Planning Board and the Board of Selectmen. It will be between the Planning Board and town meeting. Mrs. Craver said there are a couple of things the board needs to think of. You don’t get out of it. If there is a suit you would need to know what’s going on because you are in charge of the insurance. Ms. Foglio said you could be put in a position where you are suing each other. She would suggest funding more legal account and allocate how much they can use. Chairman Singer would ask to leave the placeholder on so we can have a discussion with Town Counsel and Finance Committee. Roger Cloutier from 17 Colburn Road came forward. He said he just heard the board wring their hands of the public safety building which we clearly need. He said if you are going to have the voters decide whether to approve legal or not, again they will not be informed as to why it would be necessary. Ms. Spiewak said she agrees with what Ms. Foglio said. This board is in control of it. Ms. Noble said when she supported this, she wasn’t under the impression that we were just going to put a pool of money fund and say spend it as you wish. She assumed there were going to be strict parameters.

Attorney James Cosgrove came forward. He said the law is clear that no other town board can engage legal counsel without the Board of Selectmen’s approval even for free. He also said that every lawyer has a different rate. Mr. Borowski said we should think about this at some point. Mr. McGrath said what Town Counsel said, through MGL we are charged with the defense of the town. Ms. Spiewak said we should set a limit and not micro-manage. Mrs. Craver said that we have elected boards and recommended the board look at their statutes which explains what they have complete control over. She also said the board appoints Town Counsel. If we have different boards hiring their own people, the board has no guarantee that attorney is going to have some broader view and consideration for the town. Ms. Foglio said the unallocated amount that was remaining in legal was $33,000. The board has now expended $18,450 so there is a balance of $14,550. There haven’t been caps put on any others besides the LNG and the Mirick. Mr. McGrath asked if we need to put a cap on something tonight. Ms. Foglio said there should be caps but there is so little there and if the board is adding money in October, it should be done then. Art Longden from 7 Morton Station Road came forward. He’s heard some nice words about transparency, responsibility and respect as it pertains to the responsibility of the board. In talking about finances for attorneys, some of those sitting on the other side of the table are curious. He asked where do we sit with our lawyer fees. What are the VGG discovery numbers. What are the paid out numbers for the lawyer’s fees that we already occurred. What do we anticipate in the future and how do we intend to pay for those? He asked how do citizens find out the process is being used to determine what funds are being allocated. How do the citizens play into the approval of the allocations? It’s affecting the citizens. He asked where is the transparency for them to see where the money is being spent? What can be anticipated and when can they get those answers? Chairman Singer said that at town meeting the budget is presented outlining all of the monies for every single department, for every capital expense, for every purchase the town may make including legal. Mrs. Craver said everything is a public record except for Attorney Client Privilege. Anyone can request bills. She mentioned that the Board of Selectmen will be looking at their goals and objectives. One thing is software out there that many towns are using called open checkbook that you can actually see line items that are being spent and those are put right on the website and that might be something the board asks the Finance Director to take a look at. Mr. Longden stated that covers what we spent. What covers what we anticipate to spend? Mr. Borowski explained that’s what the board is talking about now. He said people can estimate what they think, but it depends on what legal items come up. Mrs. Craver said
that the budget also goes to the Finance Committee so there is another pair of eyes that reviews it. Chairman Singer asked Mrs. Craver and Ms. Foglio to look into open checkbook. Mrs. Craver said that the Massachusetts Municipal Association Trade Show, they have workshops and they also have vendors that you can walk through and talk with them. Many of the new technologies are there and open checkbook is one of them.

4. FY20 Special Town Meeting – October 8, 2019 – Review Calendar. Mrs. Craver stated that Special Town Meeting time has come upon us and you opened the warrant for FY20 Special Town Meeting at your last meeting. Attached is the calendar which has you closing the warrant at your September 10th meeting. Departments, Boards and Committees were notified the warrant was open on August 15, 2019. You have a joint meeting with the Finance Committee on September 11, 2019 and may wish to wait to close the warrant on September 11th after your discussion. The STM meeting is to be held on Tuesday, October 8, 2019. We have confirmed the date is available with the School, Town Counsel, Moderator and Town Clerk. Staff also reserved the room for the next night in case you need it. She has attached a draft warrant for the boards review. The Finance Committee reviewed a similar draft last week. We have adjusted the ADA Recreation Fields to the correct amount and made it a standalone article. As usual, if departments want a warrant article and do not have the exact wording, she will encourage them to request a placeholder so that appropriate language can be developed. The following are placeholders requested by Chairman Singer:

Placeholders
* Creation and funding of a legal account for the Planning board (similar to water/sewer) - maybe fund with $15,000 per year
* Article to fund the internal interdepartmental audit (in-depth investigation) - due to cost tax payers should decide to fund or not (must include a funding mechanism).
She will also add on LED lights and put that into the transfers. Mr. Borowski would like to bring up to the town that we don’t have a quorum number for town meeting which means if four people show up, those four people can literally vote the budget and everything else that goes along with it. His recommendation would be to put a base line in. Just something for the board to think about. He said he knows there is a change into one of our bylaws for the new sign that was put in to make it color. Mrs. Craver said that during her manager’s meetings, they have discussed this and what they have seen is the town’s that have no quorum, tend to have higher participation because people will sit home saying they know they can’t do anything unless there is a quorum so those towns end up getting on the phone calling the police and fire to get them down there. This town has never had that problem. Ms. Spiewak asked if it was possible to use the Reverse 911 to remind people? Mrs. Craver said we were doing that but only if people signed up. It was recommended to put it on the new sign to let people know they can opt in to receive these notifications. Lucas Stevens, Chair of the Recreation Commission asked when they could expect a copy of the warrant. Mrs. Craver said that she has given them to departments and doesn’t generally give them out until the warrant is posted because it’s always changing. If he is looking for anything to see if it’s on, he can call the office.

VIII. Committee Reports:
Ms. Noble said the Marijuana Advisory Committee met tonight prior to this meeting. She said as soon as she gets those minutes she will make sure they are posted and everyone on the board gets a copy. She stated that Green Gold Group is scheduled to go before the Cannabis Commission on the 12th and if all goes well, they should be opening their doors on the 15th.
Chairman Singer stated that school has started and was wondering when we can anticipate a student selectperson.

IX. BOS Policy Review:

X. Town Administrator Report – Mrs. Craver reviewed her report. She mentioned that the electronic sign did go live and the board approved the sign policy. The policy had each slide running for one minute each which we are finding is too long. We will be reviewing the policy and bring it back.

XI. Other Business:

- Request to support New Legislation – notification of raw sewage release. Mrs. Craver stated that Chairman Singer asked for this item to be on the agenda. He received communication from Emily Norton, Newton Ward 2 Councilor who is reaching out seeking support from her fellow local elected officials for a bill that would require notification when there are sewer discharges into rivers. Right now, there is no law that when raw sewage is dumped into a river, such as during a “combined sewer overflow” that the public or even local elected officials must be notified. As you can imagine, sewage in a river is super unhealthy, gastroenteritis, respiratory infections, eye or ear infections, skin rashes, hepatitis and other diseases can occur. Bill H.3976 would require:
  • That sewage system operators issue a public advisory within 2 hours of a sewage discharge and every 8 hours thereafter until the discharge has ended;
  • A final advisory within 2 hours of the conclusion of the discharge;
  • Advisories be made available online; sent via email or text message to subscribed members of the public; submitted to the 2 largest local news organizations and distributed to local boards of health, municipal officials, the state Department of Public Health and Mass DEP.

The bill has over 80 co-sponsors but that’s no guarantee of success. It would help if Speaker DeLeo were to see how much municipal support there is for the bill. What is the board’s wishes? **Motion by Mr. Borowski to issue a letter of support, seconded by Mr. McGrath.** Ms. Noble asked if we could send this to our Board of Health and ask them to sign off on it as well. **Vote on motion: motion carries unanimously.**

Ms. Spiewak would suggest that we arrange a meeting with the schools to discuss the capital improvement plans and asked the Town Administrator to reach out to them. Mr. Borowski asked to invite the new Superintendent as well.

Chairman Singer read the following announcement: The Board of Selectmen has voted to create a search committee to help in the recruitment of a new Town Administrator. The search committee will consist of nine members, will be staffed by the town’s executive recruitment consulting group, Groux White Consulting, LLC, and will have a specific charge by the Board of Selectmen. It is our hope that the members of the search committee will be diverse and representative of the town and will represent a healthy cross section of many of the towns active and respective citizens. The charge of the committee is as follows: To assist the Board of Selectmen and consultant in reviewing applications for the Town Administrator position;

Specific charges:

1. Become familiar with the role, responsibility and authority of the position of Town Administrator as described in the Town’s bylaws and job description.

2. With the assistance of the consultant, consider in confidence applications and resumes submitted for the position, compare the experience and qualifications of applicants against...
the qualifications listed in the town's bylaws, job description and as defined by the Board of Selectmen.

3. Treat all applications and resumes with strict confidence and not divulge the identity or resume information on any applicant during and following the screening process.

4. Advise the Board of Selectmen on candidates deemed most suitable for consideration beyond the initial interviews by the screening committee.

5. Be aware that the committee is not authorized to conduct reference and background checks on candidates.

6. Appreciate that the Board of Selectmen is ultimately responsible for selecting and appointing the Town Administrator.

7. Recognize that the consultant has been engaged by the Board of Selectmen and is expected to make direct recommendation regarding candidates that may differ from the committee if deemed appropriate.

The board has set Wednesday, September 18, 2019 as the deadline for submission of an email expressing interest in being considered for appointment to this committee. Emails should be sent to mary.devlin@townofcharlton.net. Your email expressing interest should provide all contact information including an email address and a brief statement about your experience as a town volunteer and interest in serving.

He stated that certain people who cannot be on the screening committee are current elected officials or employees. Also no one who is currently or recently has been involved in litigation against the town. The commitment would be six maximum meetings with a time to be determined.

XII. Next Meeting Announcement:
- Regular Board of Selectmen’s meeting – September 10, 2019 – 6:30pm – Selectmen’s meeting room

XIII. Adjourn/Executive Session:
Motion by Mr. Borowski to enter into executive session at 9:32pm under M.G.L. Ch. 30A, section 21, #1 – to discuss the discipline or dismissal of or complaints or charges against a public officer, employee, staff member or individual and #3 – to discuss strategy with respect to litigation (Valley Green Grow, LNG) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and return to open session to effectuate any votes required from discussion and to adjourn, seconded by Mr. McGrath. The Chair declares that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Roll call vote: Mr. Borowski – aye, Ms. Spiewak – aye, Ms. Noble – aye, Mr. McGrath – aye and Chairman Singer – aye.

The board returned to open session to discuss the following: performance and process. Chairman Singer said that the complaint existed and the board wasn’t notified. The board should be made aware of any complaints. He also said that there are things that we should be informed of and have not been and that’s a process that needs discussion.

Motion by Mr. Borowski to leave open session and return to executive session to discuss strategy with respect to litigation (Valley Green Grow, LNG) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and return to open session to effectuate any votes required from discussion and to
adjourn, seconded by Mr. McGrath. The Chair declares that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Roll call vote: Mr. Borowski – aye, Ms. Spiewak – aye, Ms. Noble – aye, Mr. McGrath – aye and Chairman Singer – aye.

Motion by Mr. Borowski to adjourn at 10:43pm, seconded by Ms. Noble, motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:
David M. Singer, Chairman
William Borowski, Clerk
Karen A. Spiewak, Vice-Chairperson
Deborah B. Noble, Member
John P. McGrath, Member
MEMORANDUM

TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator
DATE: August 22, 2019
SUBJECT: Special Town Meeting

Special Town Meeting time has come upon us and you opened the warrant for FY20 Special Town Meeting at your last meeting. Attached is the calendar which has you closing the warrant at your September 10th meeting. Departments, Boards and Committees were notified the warrant was open on August 15, 2019. You have a joint meeting with the Finance Committee on September 11, 2019 and may wish to wait to close the warrant on September 11th after your discussion.

The STM meeting is to be held on Tuesday, October 8, 2019. We have confirmed the date is available with the School, Town Counsel, Moderator and Town Clerk.

I have attached a draft warrant for your review. The Finance Committee reviewed a similar draft last week. We have adjusted the ADA Recreation Fields to the correct amount and made it a standalone article.

As usual, if departments want a warrant article and do not have the exact wording, I will encourage them to request a placeholder so that appropriate language can be developed.

Would you like me to go through the draft warrant and spending recommendations?
MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator

DATE: August 22, 2019

SUBJECT: Special Town Meeting

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I have attached a draft warrant for your review. The Finance Committee reviewed a similar draft last week. We have adjusted the ADA Recreation Fields to the correct amount and made it a standalone article.

As usual, if departments want a warrant article and do not have the exact wording, I will encourage them to request a placeholder so that appropriate language can be developed. The following are placeholders requested by Chairman Singer:

<table>
<thead>
<tr>
<th>Placeholders</th>
<th>* Creation and funding of a legal account for the Planning board (similar to water/sewer) - maybe fund with $15,000 per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* Article to fund the internal interdepartmental audit (in-depth investigation) - due to cost tax payers should decide to fund or not (must include a funding mechanism).</td>
</tr>
</tbody>
</table>

Would you like me to go through the draft warrant and spending recommendations?
Calendar for Fall Town Meeting– FY2020¹

**Week of August 26th**
BOS Meeting on Tuesday, August 27th – BOS opens STM Warrant
BOS office collects proposed warrant articles

**Week of September 2nd**
BOS office collects proposed warrant articles

**Week of September 9th**
BOS office collects proposed warrant articles, place holders
BOS considers Draft STM Warrant Requests and closes the STM Warrant on Tuesday, September 10th
BOS considers Capital Requests and forwards recommendations to FinCom;

**Week of September 16th**
BOS (9/17) Finalize STM Warrant
FinCom (9/18) considers Capital Requests

**Week of September 23rd**
STM Warrant Posted by Monday, September 23, 2019
Post Warrant on website

**Week of September 30th**
Finalize Motions with BOS (10/1)
FinCom (10/2)
Begin printing Booklets

**Week of October 7th**
Special Town Meeting- Tuesday, October 8, 2019

* Special Town Meeting Warrant Posting – Monday, September 23, 2019
* Special Town Meeting – Tuesday, October 8, 2019

¹ Finance Committee Meeting Schedule – to be determined - likely on Wednesdays
Town of Charlton, Massachusetts

WARRANT FOR SPECIAL TOWN MEETING
Tuesday, October 8, 2019

To either of the Constables of the Town of Charlton:

In the County of Worcester, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of the Town of Charlton qualified to vote in elections to meet in the Charlton Middle School, Oxford Road in said Charlton, on Tuesday, October 8, 2019 at seven o’clock in the evening, for the purpose of taking action on the following articles:

ARTICLE 1. APPROPRIATION OF FUNDS FOR UNPAID BILLS OF A PRIOR FISCAL YEAR
To see if the Town will vote to raise by taxation, transfer or borrow and appropriate a sum or sums to accounts to be specified at the town meeting for payment of one or more prior fiscal year’s bills not paid due to an insufficiency of appropriation or for other reasons, or take any action relative thereto or thereon.
SPONSOR: VARIOUS TOWN DEPARTMENTS AND OFFICIALS

ARTICLE 2. INTER/INTRA DEPARTMENTAL TRANSFERS AND/OR APPROPRIATIONS FOR FY2020 BUDGET
To see if the Town will vote to raise by taxation, borrow or transfer, and appropriate from available funds, including so called “free cash” and/or funds previously appropriated to other uses, a sum or sums of money to accounts and for purposes to be specified at the Special Town Meeting, or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN, TOWN ADMINISTRATOR AND VARIOUS TOWN DEPARTMENTS

ARTICLE 3. AMENDMENT TO THE FY2020 BUDGET
To see if the Town will vote to amend the funding sources for the Fiscal 2020 budget voted at the May 2019 annual town meeting be amended as follows: by reducing the amount to be transferred from Cable RRFA by $90,000 and increasing the amount to be raised and appropriated by $90,000, or take any action relative thereto or thereon.
SPONSOR: FINANCE COMMITTEE
ARTICLE 4. CAPITAL ITEMS AND RELATED CONTRACTS
To see if the Town will vote to raise by taxation, borrow or transfer from available funds, including so called "free cash" and funds previously appropriated to other uses, and appropriate a sum or sums to purchase capital items and/or for service, repair, improvement, architectural, construction, renovation, improvement and/or other contracts relating to town buildings, facilities or property or to municipal services, and to authorize the Board of Selectmen, Chief Procurement Officer, or other appropriate town official, board, commission or committee to enter into such contracts or leases, and to take such other action, as may be necessary or advisable to effectuate the purposes of such votes, or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN/VARIOUS DEPARTMENTS

ARTICLE 5. MAYNARD FIELDS IMPROVEMENTS - ADA REQUIREMENTS
To see if the Town will vote to raise by taxation, borrow or transfer from available funds for the purpose of ADA Improvements to the Maynard Fields in the amount of $170,000; or to take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN

ARTICLE 6. REPLACE FIRE ENGINE 1 – BORROWING ARTICLE
To see if the Town will vote to appropriate a sum of money for the purpose of replacing Fire Engine 1, and for all other costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise provided; or to take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN

ARTICLE 7. TRANSFER TO/FROM STABILIZATION FUNDS
To see if the Town will vote to transfer and appropriate a sum or sums to or from the Stabilization Fund Account, or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN

ARTICLE 8. LEGAL AND CONSULTING SERVICES FOR LIQUID NATURAL GAS (LNG) FACILITY ON RT. 169
To see if the Town will vote a sum in the amount of $200,000 from the Stabilization Fund to fund legal and consulting fees to review a proposed LNG Facility on Rt. 169 including attorney fees, consultants to review submittals from developer, and correspondence with the MA Utilities Siting Board, or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN

ARTICLE 9. LEGAL AND CONSULTING SERVICES FOR VALLEY GREEN GROW (VGG) DEVELOPMENT V. TOWN OF CHARLTON PLANNING BOARD / BOARD OF SELECTMEN
To see if the Town will vote a sum in the amount of $250,000 from the Stabilization Fund to fund legal and consulting fees to uphold the Planning Board decision regarding denial of sub-division plan, site plan and potential bad faith claim including attorney fees, consultants to review submittals from developer, and correspondence, or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN
ARTICLE 10. LEGAL AND CONSULTING SERVICES FOR MILLENNIUM POWER
PLANT END OF PILOT
To see if the Town will vote a sum in the amount of $250,000 from the Stabilization Fund to fund legal
and consulting fees to determine and defend a value for the purposes of taxation, or take any action
relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN

ARTICLE 11. SOCIAL MEDIA BYLAW
To see if the Town will vote to adopt a Social Media Bylaw, a copy of said bylaw being on file in the
office of the Town Clerk, or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN/TECHNOLOGY COMMITTEE

ARTICLE 12. SPECIAL ACT- REMOVE POLICE CHIEF FROM CIVIL SERVICE
To see if the Town will vote: (a) to authorize the Board of Selectmen to petition the General Court for
a special act providing that the positions of Police Chief shall not be subject to the Civil Service
statute; and, to authorize the General Court to make clerical and editorial changes of form only to the
bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General
Court, and the Board of Selectmen shall be authorized to approve amendments which shall be within
the scope of the general public objectives of the petition: (b) to further authorize the Board of
Selectmen to take any and all other action necessary or advisable to remove the positions Chief of
Police and Lieutenant from Civil Service; or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN

ARTICLE 13. SPECIAL ACT- REMOVE POLICE LIEUTENANT FROM CIVIL
SERVICE
To see if the Town will vote: (a) to authorize the Board of Selectmen to petition the General Court for
a special act providing that the positions of Police Lieutenant shall not be subject to the Civil Service
statute; and, to authorize the General Court to make clerical and editorial changes of form only to the
bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General
Court, and the Board of Selectmen shall be authorized to approve amendments which shall be within
the scope of the general public objectives of the petition: (b) to further authorize the Board of
Selectmen to take any and all other action necessary or advisable to remove the positions Chief of
Police and Lieutenant from Civil Service; or take any action relative thereto or thereon.
SPONSOR: BOARD OF SELECTMEN

*********************************************************************
No vote shall be taken on any motion relating to Article 14 and 15 below until the Planning
Board has submitted a report with recommendations thereon to the Town Meeting, if 21 days
have not elapsed since the public hearing before the Planning Board was held on the proposed
amendment to the Zoning By-law set forth in said Article. (Gen. Laws Chapter 40A, Section 5,
paragraph 3).
*********************************************************************

ZONING??? PETITIONS ???
And you are directed to serve this Warrant by posting attested copies thereof, one at each of the Post Offices, one in Dexter Memorial Hall and one in the Charlton Municipal Offices (George C. McKinstry, III Building) in said Town, fourteen days at least before the time and place of holding meeting.

Hereof, fail not, and make due returns of the Warrant with your doings thereon to the Town Clerk at the time and place of holding meeting.

Given under our hands this 23rd day of September, in the Year of Our Lord Two Thousand and Nineteen (2019).

Board of Selectmen

David M. Singer, Chairperson

Karen A. Spiewak, Vice-Chairperson

William Borowski, Clerk

John P. McGrath, Member

Deborah B. Noble, Member

A true copy:

Attest:

Posted as directed:

Constable/Police Officer of Charlton, Massachusetts
## ARTICLE 2. INTER/INTRA DEPARTMENTAL TRANSFERS AND/OR APPROPRIATIONS FOR FY2020 BUDGET

<table>
<thead>
<tr>
<th>To the following Accounts</th>
<th>Amount</th>
<th>From the following Accounts</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020 BOS-Town Administrator Salary 0100-122-5111-0000</td>
<td>110,000</td>
<td>Free Cash</td>
<td>Fund Salary of New Town Administrator</td>
</tr>
<tr>
<td>FY 2020 BOS-Town Admin Car Allowance 0100-122-5770-0000</td>
<td>5,000</td>
<td>Free Cash</td>
<td>Fund Car Allowance of New Town Administrator</td>
</tr>
<tr>
<td>FY 2020 BOS-Contract Obligations 0100-122-5790-0000</td>
<td>90,000</td>
<td>Free Cash</td>
<td>Contract Obligations</td>
</tr>
<tr>
<td>FY 2020 BOS-Environmental 0100-122-5795-0000</td>
<td>91,000</td>
<td>Free Cash</td>
<td>Environmental Services</td>
</tr>
<tr>
<td>FY 2020 Finance Committee Reserve Fund 0100-131-5799-0000</td>
<td>75,000</td>
<td>Free Cash</td>
<td>Restore Finance Committee Reserve Fund for Emergency and Unknown expenses</td>
</tr>
<tr>
<td>FY 2020 Fire/EMS-Wages 0100-220-5110-0000</td>
<td>79,750</td>
<td>Free Cash</td>
<td>Fund Fire/EMS Union Contract Settlement</td>
</tr>
<tr>
<td>OPEB (Fund 9001)</td>
<td>120,000</td>
<td>Free Cash</td>
<td>Fund Other Post-Employment Benefits according to plan</td>
</tr>
<tr>
<td>Town Counsel 0100-151-5780-0000</td>
<td>90,000</td>
<td>Free Cash</td>
<td>General legal services</td>
</tr>
<tr>
<td>Board of Health - Nurse Services 0100-512-5780-0000</td>
<td>3,500</td>
<td>Four Score Donation Account</td>
<td>Nursing Services</td>
</tr>
<tr>
<td>Department</td>
<td>Project/Item Requested</td>
<td>TA Recommended FY2020</td>
<td>From the Following Account</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------</td>
<td>------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Highway</td>
<td>2 Sanders for new Trucks</td>
<td>55,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td></td>
<td>Ford F350 Dump Truck (w/ plow)</td>
<td>55,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td></td>
<td>Pottervillage Bridge</td>
<td>500,000</td>
<td>Rescind Bond Authorization</td>
</tr>
<tr>
<td>Police</td>
<td>Cruiser Replacement (3)</td>
<td>176,200</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Tech Comm</td>
<td>Upgrade/Replacement</td>
<td>75,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Cemetery</td>
<td>Replace 2010 Ferris ZTR mower with collection system</td>
<td>11,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Conservation Commission</td>
<td>Engineering Services- Dam Related Requirements - Ph 1 Inspections, Emergency Actions</td>
<td>22,400</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Town Hall</td>
<td>Basement Ceiling and misc improvements</td>
<td>25,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Electric Voting System</td>
<td>20,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Book and Journal repairs and binding</td>
<td>5,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Planning Board</td>
<td>Master Plan Update</td>
<td>50,000</td>
<td>Free Cash</td>
</tr>
<tr>
<td>Totals From Free Cash</td>
<td></td>
<td>494,600</td>
<td></td>
</tr>
</tbody>
</table>
### ARTICLE 4. FY20 BUDGET AMMENDMENT

<table>
<thead>
<tr>
<th>To the following Accounts</th>
<th>Amount</th>
<th>From the following</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020 Cable Budget</td>
<td>90,000</td>
<td>Raise &amp; Approp</td>
<td>Rescind May 2019 TM vote of 90,000 from Cable RRFA and replace with this one</td>
</tr>
</tbody>
</table>

### ARTICLE 5. REPLACE FIRE ENGIN 1 – BORROWING ARTICLE $604,800

### ARTICLE 6. TRANSFER TO/FROM STABILIZATION FUNDS $260,000

<table>
<thead>
<tr>
<th>Stabilization (Fund 9009)</th>
<th>260,000</th>
<th>Free Cash</th>
<th>Fund Stabilization</th>
</tr>
</thead>
</table>

*Stab Fund $1,179,843 + 260,000 = $1,439,843

<table>
<thead>
<tr>
<th>Free Cash</th>
<th>Stab Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>$964,721</td>
<td>less capital $494,600</td>
</tr>
<tr>
<td>303,971</td>
<td>less transfers $660,750</td>
</tr>
<tr>
<td>$43,971</td>
<td>less stab deposit $260,000</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Units</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Bit. Conc. Pavement</td>
<td>5500 sf</td>
</tr>
<tr>
<td>Sidewalk (Bit.Con.)</td>
<td>600 sf</td>
</tr>
<tr>
<td>Precast Concrete</td>
<td></td>
</tr>
<tr>
<td>Wheelstops</td>
<td>8</td>
</tr>
<tr>
<td>Detention Basin</td>
<td>1</td>
</tr>
<tr>
<td>Fencing</td>
<td>210 ft</td>
</tr>
<tr>
<td>Water Quality Unit</td>
<td>1</td>
</tr>
<tr>
<td>Outlet Control Structure</td>
<td>1</td>
</tr>
<tr>
<td>Drain Pipe (12&quot;HDPE)</td>
<td>65 ft</td>
</tr>
<tr>
<td>Striping</td>
<td>1</td>
</tr>
<tr>
<td>ADA Ramp</td>
<td>1</td>
</tr>
<tr>
<td>ADA Landing/Viewing Area</td>
<td>1</td>
</tr>
<tr>
<td>Curbing (Bit. Conc.)</td>
<td>120</td>
</tr>
<tr>
<td>Pads for toilets</td>
<td>2</td>
</tr>
<tr>
<td>Signage (Staff/ADA Parking)</td>
<td>9</td>
</tr>
<tr>
<td>Precast Curb (crossing repair)</td>
<td>40 lf</td>
</tr>
<tr>
<td>Erosion Controls</td>
<td></td>
</tr>
<tr>
<td>(silt fence &amp; straw wattles)</td>
<td>170 lf</td>
</tr>
<tr>
<td>Gravel Interceptor Trench</td>
<td>1</td>
</tr>
<tr>
<td>Gravel Parking Repair</td>
<td>1</td>
</tr>
<tr>
<td>Dumpster Pad</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal                                         |         |            | $129,835 |
Contingency (%)                                   |         |            | 20       |
Contingency ($)                                   |         |            | $25,967  |
Budget Total                                      |         |            | $155,802 |

With Add Alts & Contingency                      |         |            | $165,690 |

<table>
<thead>
<tr>
<th>Description</th>
<th>cost</th>
<th>Additional Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cement Concrete Sidewalk</td>
<td>$6,000</td>
<td>$2,400</td>
</tr>
<tr>
<td>Cement Concrete Curbing</td>
<td>$1,800</td>
<td>$840</td>
</tr>
<tr>
<td>Dumpster Enclosure</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td>$1,648</td>
</tr>
</tbody>
</table>


August 21, 2019

Via Certified Mail No. 70172620000075789368
Return Receipt Requested

Town of Charlton
Board of Selectmen
37 Main Street
Charlton, MA 01507

Subject: Notice of Failure to Comply with Order Date Dam Safety Order to Conduct an Emergency Action Plan Annual Update

Dam Name: Glen Echo Lake Dam
Location of Dam: Charlton
National ID No.: MA00101
Hazard Potential: High

Dear Town of Charlton:

This letter serves as notification that you have failed to comply with the Dam Safety Order to Conduct an Emergency Action Plan Annual Update issued on April 1, 2019. A copy of the order is attached.

In accordance with 302 CMR 10.11, as the owner of a High Potential dam, you were ordered to conduct a Dam Safety Emergency Action Plan (EAP) Annual Update and submit it to the Department of Conservation and Recreation (DCR) and the Massachusetts Emergency Management Agency (MEMA) in accordance with the formats and guidelines established by the DCR Office of Dam Safety. You were required to conduct an EAP Annual Update no later than July 31, 2019.

As of the date of this letter, you have failed to comply with the requirements of the Order which was delivered to you via certified mail on April 3, 2019.

Pursuant to 302 CMR 10.15(1)(c), failure of the owners of High Potential dams to hire a qualified Registered Professional Engineer to provide compliant Emergency Action Plans and required updates to the ODS and MEMA will result in fines up to $5,000.00. Please be aware that each violation is a separate and distinct offense, and in a case of a continuing violation, each day’s continuance thereof shall be deemed to be a separate and distinct offense.
You are hereby notified that you have sixty (60) days to comply with the Dam Safety Order issued on Order Date. As of November 4, 2019, if you fail to comply with this order, DCR will issue an assessment of fines against you in an amount up to $5,000.00 in accordance with 302 CMR 10.15 (1) (c).

Please be advised that the most current EAP for Glen Echo Lake Dam was performed on February 1, 2008. A copy of that EAP is available to your engineer and may be used as the basis for the EAP Annual Update. Please have your engineer request a copy from our office.

If you have a current EAP Annual Update, please forward a copy to the ODS within 21 days of receipt of this order for review.

If you have any questions, please contact Edward Connor at Edward.M.Connor@mass.gov or 617-626-4957.

Sincerely,

[Signature]

William C. Salomaa, Director
Office of Dam Safety

Enclosure

Cc. Ariana Johnson, DCR Assistant General Counsel
ODS File
April 1, 2019

Certified Mail No. 70170190000097013175
Return Receipt Requested

Town of Charlton
Board of Selectmen
37 Main Street
Charlton, MA 01507

Subject: Order to Conduct an Emergency Action Plan Annual Update

Dam Name: Glen Echo Lake Dam
Location of Dam: Charlton
National ID No.: MA00101

Dear Town of Charlton:

As provided for in 302 CMR 10.11, all dams classified as High Hazard Potential shall have an Emergency Action Plan (EAP) submitted to the Department of Conservation and Recreation (DCR) and the Massachusetts Emergency Management Agency (MEMA). The EAP must also be updated annually in accordance with the formats and guidelines established by the DCR Office of Dam Safety.

As the owner of a dam classified as High Hazard Potential you are subject to this requirement. Our records indicate that the most recent EAP Annual Update for the above-named dam was completed on February 1, 2008.

Therefore, in accordance with 302 CMR 10.11, you are hereby ordered to comply with the following:

Conduct Dam Safety EAP Annual Update

You are required to conduct an EAP Annual Update no later than July 31, 2019. You shall provide your update to all involved agencies for review, including but not limited to the ODS and MEMA.
EAP Annual Updates should comply with the correct format. For format information please see the Federal Guidelines for Emergency Action Planning for Dam which can be accessed on our website at the following link:

https://www.mass.gov/service-details/emergency-action-plans

You shall submit one hard copy and one electronic copy of the EAP Annual Update and include the electronic files used to generate the inundation mapping as part of a dam breach model (GIS shape files, etc.). The electronic copy should be in PDF format written to a recordable CD or other portable media.

The updated EAP should be sent to the following addresses:

- Department of Conservation and Recreation, Office of Dam Safety, 180 Beaman Street, West Boylston, MA 01583
- Massachusetts Emergency Management Agency, 400 Worcester Road, Framingham, MA 01702, Attention: Ben Hiltunen - EAP Coordinator

If you have a current EAP Annual Update on file, please forward a copy to the ODS within 21 days of receipt of this order for review.

Should you require assistance in conducting your EAP Annual Update and to determine whether an update to the dam breach model is necessary, ODS recommends working with your engineering consultant.

Failure to comply with this Order may subject you to fines of up to $5,000 per violation, with each day of violation being subject to a $5,000 fine.

If you have any questions regarding this Order, please feel free to contact Edward Connor at edward.m.connor@mass.gov or 617-626-4957.

Sincerely,

[Signature]

William C. Salomaa, Director
Office of Dam Safety

Cc. Rob Lowell – Acting Chief Engineering Division
    Ben Hiltunen, MEMA – EAP Coordinator
U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only
For delivery information, visit usps.com/certified

OFFICIAL USE

Certified Mail Fee

[Box for return receipt information]

Carriers: Please initial

[Signature]

[Date]

[Address]

[City, State, Zip]

[Delivery Information]

[Tracking Number]

[PS Form 3811, July 2015 PSN 7630-02-000-4053]

SENDERS: COMPLETE THIS SECTION

[Signature]

[Date]

[Address]

[City, State, Zip]

[Delivery Information]

[Tracking Number]

[PS Form 3811, July 2015 PSN 7630-02-000-4053]

RECIPIENTS: COMPLETE THIS SECTION

[Signature]

[Date]

[Address]

[City, State, Zip]

[Delivery Information]

[Tracking Number]

[PS Form 3811, July 2015 PSN 7630-02-000-4053]
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Kim Bucchin Department
Assistant

OK for FY19

0100-512-511-35000

Minnesota Account 0100

Landfill Monitoring

First Road Account-FY19

512-589-0101

May Pickering Trust 0101

H Davidson Nurse Fund

Public Nursing Fund Accounts FY19
Attached is a revised version of the Fire Department’s Capital Purchase.

With the problems encountered with our Squad, it has been placed OOS for safety concerns. For Capital this year, I will be requesting a new vehicle and a new ambulance. We will moving the Engine to the following year.

Any questions, please contact me.

Thank you.

Sincerely,

Edward J. Knopf
Chief of Department
Charlton Fire
(508) 248-2280

Serving with Integrity, Honesty and Compassion
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<td><strong>Ambulances (Every 3 Years) (9 yrs total)</strong></td>
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<td>Chase/Support Vehicle (Old Car 2)</td>
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<td><strong>Engines (Every 5 years, 15 total)</strong></td>
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*Engine 1 and Inspector Vehicle may flip/flop
### Capital Purchase Timeline

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*Engine 1 and Inspector Vehicle may flip/flop*
July 25, 2019

Ms. Robin L. Craver
Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507

Subject: Agreement for Engineering Services for 2019 Dam Related Requirements
T&H No. 5954

Dear Ms. Craver:

We have prepared this Agreement for engineering services for the preparation of Phase I inspections, Emergency Action Plans and an Emergency Action Plan update for the dams in Charlton. Our agreement with you consists of this letter, which includes the Scope of Services, the Time of Performance, the Compensation, and our Standard Agreement Terms. If this Agreement meets your approval, please sign and date both copies of this letter and return one copy to us.

1. EMPLOYMENT OF ENGINEER

Town of Charlton ("OWNER") hereby engages Tata & Howard, Inc. ("ENGINEER") and ENGINEER hereby agrees to perform the services as set forth below in accordance with the terms of this Agreement.

2. SCOPE OF BASIC SERVICES

Provide Services as described in the attached July 18, 2019 Scope of Services.

3. TIME OF PERFORMANCE

3.1 ENGINEER shall complete the scope of services described in Section 2 above for the 2019 Dam Related requirements before December 31, 2019.
4. COMPENSATION

4.1 OWNER shall pay ENGINEER for Basic Services rendered under Section 2 above, an amount equal to ENGINEER's salary cost times a multiplier of 2.5 to cover overhead and profit, plus reimbursable expenses times a multiplier of 1.1 for a not to exceed total of Twenty Nine Thousand Four Hundred Dollars ($29,400). The not to exceed total shall not be increased without an amendment to this Agreement.

4.2 Additional Services. OWNER shall pay ENGINEER for Additional Services rendered under Section 4 in the Standard Agreement Terms by paying ENGINEER for his salary costs times a multiplier of 2.5 to cover overhead and profit, plus reimbursable expenses times a multiplier of 1.1.

5. STANDARD AGREEMENT TERMS AND EXHIBITS

5.1 The attached Standard Agreement Terms are incorporated as an integral part of this Agreement.

This Agreement, together with the Standard Agreement Terms and Attachment, constitutes the entire agreement between OWNER and ENGINEER and supersedes all prior written or oral understandings, contracts, or agreements relative to the Project. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument executed by both parties.

IN WITNESS WHEREOF, the ENGINEER and OWNER have executed this Agreement as of the Effective Date written below.

TOWN OF CHARLTON
OWNER

Robin L. Craver
Town Administrator

Effective Date: ____________________________

TATA & HOWARD, INC.
ENGINEER

Karen Gracey
Karen L. Gracey, P.E.
Co-President
Standard Agreement Terms

The following Standard Agreement Terms, together with the letter Agreement attached hereon, constitute the terms of the Agreement between Tata & Howard, Inc. ("ENGINEER") and "OWNER", as named in the letter Agreement, with respect to the performance of both basic services and any additional services.

1. Scope of Services
   ENGINEER, as an independent representative of OWNER, shall perform the engineering services described in the attached letter Agreement. ENGINEER will serve as OWNER’s professional engineering representative for the Project and will provide professional engineering consultation and advice including civil and environmental engineering services customary thereto.

   If ENGINEER’s scope of services includes the performance of any services during the construction phase of the Project, ENGINEER shall not be responsible for and will have no liability for supervising or directing the contractors’ means, methods, techniques, sequences, or procedures of construction or for site safety. Neither shall ENGINEER be responsible for or have liability for the contractors’ failure to construct the Project consistent with ENGINEER’s plans and specifications.

2. Standard of Care
   ENGINEER will perform its services under this Agreement consistent with the level of care and skill ordinarily used by members of the profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no other warranties, express or implied, concerning its services under this Agreement or otherwise.

3. OWNER’s Responsibilities
   OWNER shall do the following in a timely manner so as not to delay the services of ENGINEER:

   3.1 Designate in writing a person to act as OWNER’s representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement.

   3.2 Provide all criteria and full information as to OWNER’s requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which ENGINEER will require to be included in the construction contract documents.

   3.3 Assist ENGINEER by placing at ENGINEER’s disposal all available information pertinent to the Project including previous reports and any other data relative to existing conditions, design and/or construction of the Project.

   3.4 Furnish to ENGINEER, as required for the performance of ENGINEER’s Basic Services including without limitation borings, пробings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restrictions; and other special data or consultations, all of which ENGINEER shall be entitled to use and rely upon with respect to the accuracy and completeness thereof, in performing services under this Agreement.

   3.5 Acquire all necessary easements, rights of way, land takings and arrange for access to and make all provisions for ENGINEER and his subconsultants to enter upon public and private property as required for ENGINEER to perform his services.

   3.6 Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor and other consultants as OWNER deems appropriate for such examination, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER.

3.7 Secure and maintain all necessary approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.

3.8 Provide such accounting, independent cost estimating and insurance counselling services as may be required for the Project, and such legal services as OWNER may require or ENGINEER may reasonably request with regard to issues pertaining to the Project.

3.9 Give prompt written notice to ENGINEER whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER’s services.

3.10 Furnish, or direct ENGINEER to provide, necessary Additional Services.

3.11 Provide ENGINEER with reasonable and prompt access to the Project site for activities necessary for ENGINEER’s performance of services.

3.12 Bear all costs incident to compliance with requirements of this Section 3.

4. Additional Services
   If authorized in writing by OWNER, ENGINEER shall provide Additional Services of the types listed below. These services are not included as part of the Section 2 (Scope of Services) of the letter Agreement and will be paid for as indicated in Section 4 (Compensation) of the letter Agreement.

   4.1 Services resulting from significant changes in the scope, extent, character of the Project, or the Project’s design requirements, including, but not limited to, changes in size, complexity, OWNER’s schedule, character of construction, or method of financing.

   4.2 Revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond ENGINEER’s control.

   4.3 Services during out-of-town travel required of ENGINEER other than visits to the Project site or OWNER’s office as required by Section 2 of the letter Agreement.

   4.4 Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration, or other legal or administrative proceeding involving the Project.

   4.5 Additional services in connection with the Project, including services normally furnished by OWNER and services not otherwise provided for in this Agreement.

   4.6 Services not explicitly described or included in this Agreement as Basic Services will be considered Additional Services.

5. Reimbursable Expenses
   Normal reimbursable expenses will be billed at 1.10 times the amount expended. Reimbursable expenses include expenses associated with the Project including but not limited to: travel, transportation, meals and lodging; printing, copying and handling of documents; telephone calls and other communications charges; postage and delivery; equipment and labor for tests; consultants and computer charges not considered part of the basic fee; and all costs involved in securing approval of authorities having jurisdiction over the Project.
Standard Agreement Terms

6. Payment and Terms; Suspension of Services
ENGINEER will invoice OWNER on a monthly basis for services provided the prior month. OWNER agrees to pay ENGINEER within 30 calendar days of the invoice date. Compensation due ENGINEER shall not be subject to retention by OWNER. If OWNER fails to make payment within 30 calendar days of the invoice date, a finance charge of 1% per month (12% annually) shall be added to the amounts due. In addition, if OWNER fails to make payment when due to ENGINEER, ENGINEER may upon seven days written notice to OWNER suspend performance of services under this Agreement. Unless payment in full is received by ENGINEER within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, ENGINEER shall have no liability to OWNER for delay or damage experienced by OWNER because of such suspension of services.

7. Limitation of Liability
OWNER agrees to limit ENGINEER's liability to OWNER for or on account of all claims and/or damages of any nature whatsoever caused by or arising out of ENGINEER’s performance of its services, such that the total aggregate liability of ENGINEER for any and all claims and/or damages of any nature whatsoever, arising out of the performance of ENGINEER's services on the Project, shall not exceed ENGINEER's available insurance coverage.

8. Indemnification
ENGINEER agrees to indemnify and hold OWNER, its directors, shareholders, employees, and assigns harmless from and against all claims, damages, causes of actions, and fines but solely to the extent such claims, damages, causes of actions, and fines are caused by or arise out of ENGINEER's negligent acts or negligent omissions and/or breach of this Agreement.

OWNER agrees to indemnify and hold ENGINEER, its directors, shareholders, employees, and assigns harmless from and against all claims, damages, causes of actions, and fines but solely to the extent such claims, damages, causes of actions, and fines are caused by or arise out of OWNER's negligent acts or negligent omissions and/or breach of this Agreement.

9. Termination
This Agreement may be terminated by either party seven days following receipt of written termination notice from one party to the other. In either case, all amounts for services and reimbursable expenses due as of the date of receipt of cancellation notice shall be paid to ENGINEER within 30 days from the date of ENGINEER's final invoice following notice of termination.

10. Reuse of Documents
All documents prepared by ENGINEER pursuant to this Agreement are instruments of service in respect of the Project and ENGINEER retains all rights in and ownership of said documents. ENGINEER's documents are not intended or represented to be suitable for reuse by OWNER or others on extension of the Project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER; and OWNER shall defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom.

11. Insurance
ENGINEER is protected by Workmen's Compensation, General Liability and Professional Liability Insurance, and will furnish information and certificates upon request.

12. Opinions of Probable Construction Cost
ENGINEER's opinions (if any) of probable Construction Cost are to be made on the basis of ENGINEER’s experience, qualifications, and general familiarity with the construction industry. However, because ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by ENGINEER. If OWNER requires greater assurance as to probable Construction Cost, then OWNER agrees to obtain an independent cost estimate.

13. Indemnity Obligations
ENGINEER's indemnity obligations arising from this contract, if any, shall cease six years following the substantial completion of the project or at the end of the applicable statute of repose, whichever date is later in time.

14. Successors and Assigns
OWNER and ENGINEER each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

15. Controlling Law
This Agreement is to be governed by the law in which the project is located.

16. Effective Date
This Agreement will become effective upon the date entered on the signature page of the letter Agreement.

17. Notices
Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address in the letter Agreement. All notices shall be effective upon the date of receipt.

18. Consequential Damages
OWNER and ENGINEER agree that neither party shall be liable to the other for any consequential damages incurred due to the acts, errors, or omissions of the other. Consequential damages include but are not limited to loss of use, loss of profit, delay damages and/or impact on financing.

19. Dispute Resolution
OWNER and ENGINEER agree that unless they agree in writing to the contrary all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation as a condition precedent to legal proceedings.

20. Work Schedule
ENGINEER will endeavor to complete its services within the estimated schedule in the Agreement. If ENGINEER is obstructed or delayed by any act of OWNER or of OWNER's employees, contractors, or agents, or by any act beyond the control of ENGINEER, including but not limited to weather, illness, strikes, delay caused by approving agencies, then the scheduled date for completion of the services will be extended, and if appropriate, ENGINEER's compensation will be equitably adjusted.
Charlton Highway Department
100 Flint Road
P.O. Box 421
Charlton, MA 01507

Gerry Foskett
DPW Superintendent

Tel: (508)248-2212
Fax: (508)248-2380

Email: gerryfoskett@townofcharlton.net

TO: Robin L. Craver
Town Administrator

FROM: Gerry Foskett
DPW Superintendent

DATE: August 14, 2019

RE: Capital Request

The following are the Highway Departments Capital Request for fiscal year 2020.

2019 F350 Dump Truck 4x4 $58,399.00

(2) 10' Highway Chassis Mounted Sanders $54,620.00

8 cy. Structural Steel Dump Body $21,300.00

Total Request $134,319.00

All quotes are attached
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<td>TBM</td>
<td>LT245/75R17E BSW Traction Tires</td>
<td>$162.00</td>
<td>1</td>
<td>$162.00</td>
</tr>
<tr>
<td></td>
<td>Factory Upfitter Switches</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>AM/FM Radio w/ Clock</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>1708</td>
<td>2-3 Crossmemberless Steel Dump Body</td>
<td>$9,500.00</td>
<td>1</td>
<td>$9,500.00</td>
</tr>
<tr>
<td></td>
<td>Paint body Red (single stage paint) (PQ Red)</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>1692</td>
<td>Under hood Belt Driven Hydraulics for Dump Body</td>
<td>$4,295.00</td>
<td>1</td>
<td>$4,295.00</td>
</tr>
<tr>
<td>1694</td>
<td>Dual Valve Hydraulic Controls (for Plow operation)</td>
<td>$1,295.00</td>
<td>1</td>
<td>$1,295.00</td>
</tr>
<tr>
<td>1918</td>
<td>Reinforced Plate Mounted Pintle/Ball Combo Hitch</td>
<td>$575.00</td>
<td>1</td>
<td>$575.00</td>
</tr>
<tr>
<td>1914</td>
<td>Trailer Plug (7 blade RV Style)</td>
<td>$195.00</td>
<td>1</td>
<td>$195.00</td>
</tr>
<tr>
<td>1618</td>
<td>9&quot; Fisher HC Plow w/ Steel Cutting Edge</td>
<td>$7,595.00</td>
<td>1</td>
<td>$7,595.00</td>
</tr>
<tr>
<td>Plow Credit</td>
<td>Credit Plow (central hydraulic in lieu of Electric)</td>
<td>$(1,295.00)</td>
<td>1</td>
<td>$(1,295.00)</td>
</tr>
<tr>
<td>1554</td>
<td>Whelen L31HAF Beacon - Mount on Cab Roof</td>
<td>$510.00</td>
<td>1</td>
<td>$510.00</td>
</tr>
<tr>
<td>90</td>
<td>LED's Grommet Mounted in Rear of Truck body</td>
<td>$305.00</td>
<td>1</td>
<td>$305.00</td>
</tr>
<tr>
<td>1749</td>
<td>Manual Load Cover</td>
<td>$475.00</td>
<td>1</td>
<td>$475.00</td>
</tr>
<tr>
<td>Budget</td>
<td>Estimated 2020 Model Year Increase</td>
<td>$725.00</td>
<td>1</td>
<td>$725.00</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$58,399.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.*

M.G.L. c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c.30B sec 1c and M.G.L. c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c.30B to off contract items, but not limited to, off contract items that have already...
QUOTE: TOWN OF CHARLTON HWY DEPT

TO MARK @ GARAGE

FROM JOHN DWYER

A) 10FT 7.0CUYD 304 STAINLESS STEEL MATERIAL SPREADER HI-WAY MODEL E2020-XT CHASSIS MOUNTED ON A SUPPLIED CHASSIS WITH THE FOLLOWING EQUIPMENT.

1) CHASSIS MOUNTING KIT / MATERIAL SCREENS
2) FRONT DISCHARGE W/ CUSTOM (SS) CHUTE AND DUAL SHAFT DRIVEN SPINNERS
3) FRONT STAINLESS CABSHEILD / REAR STAINLESS SPILLSHIELD / UNDERBODY STAINLESS SPILL PLATE
4) STAINLESS SIDE FENDERS W/ REAR MUDFLAPS
5) PAINTED STEEL SIDE ACCESS LADDER W/ HANDLE
6) REAR STAINLESS LIGHTBAR W/ LED FLASHERS
7) FRONT MOUNTED LED FLASHERS
8) (2) CHUTE MOUNTED LED WORKLIGHTS (2) REAR MOUNTED LED BACKUP/WORKLIGHTS
9) CONNECT TO EXISTING SANDER CONTROLS W/ NEW LINES AND FITTINGS
10) POLY FENDERS MOUNTED OVER THE REAR AXLE

PRICE $27310.00

NOTE!! CURRENT GBPC MEMBERS CAN PURCHASE THRU THE GBPC CONTRACT TO CONTINUE PLEASE REQUEST FROM J.C.MADIGAN INC. A GBPC QUOTE, SIGN, AND RETURN

APPROVAL _______________ DATE _______________

PO# _______________ 08/08/2019
QUOTE: TOWN OF CHARLTON HWY DEPT.

TO MARK @ HIGHWAY GARAGE

FROM JOHN DWYER

A) 11' 6 TO 8 CUYD STRUCTURAL STEEL DUMP BODY
   EVEREST MODEL KBS113039-H3 WITH EVEREST
   UB1821 UNDERBODY HOIST INSTALLED ON A TOWN
   SUPPLIED CHASSIS UNDERCOATED AND PAINTED
   ONE COLOR WITH THE FOLLOWING EQUIPMENT
1) 30" CABSHIELD W/ FRONT AND SIDE RECESSED WHELEN
   FLASHERS
2) AERO AUTO TARP SYSTEM W/ ALUMINUM ARMS AND MESH
   COVER
3) SIDE ACCESS LADDER W/ HANDLE
4) (3) TAILGATE MOUNTED COAL DOORS
5) REAR CORNER POST RECESSED WHELEN FLASHERS, LED
   ST/TL, AND LED BU'S

PRICE $21300.00

NOTE!! CURRENT GBPC MEMBERS CAN PURCHASE THRU THE GBPC
CONTRACT TO PROCEED PLEASE REQUEST FROM J.C.MADIGAN INC A GBPC
QUOTE, SIGN, AND RETURN

APPROVAL ___________________________ DATE _______________

PO# ___________________________ 07/25/2019
Hi Robin,

FY20 Capital requests

**Cruiser replacement (2) Ford Interceptor Police Utility** $129,200.00

We also have an option to go to the new Ford Police Hybrid Gas/Electric (2) $136,205.00 I am told that the savings in fuel is worth the extra money.

**Traffic Enforcement and equipment vehicle** $47,000.00

We will push the radio purchase 17,500 and the Police station roof 45,600 to the following fiscal year.

Thanks,

Max

Graham Maxfield
Chief of Police
Charlton Police Department
508-248-2251

---

Hi All,

The Finance Committee will be reviewing the 5-year Capital Plan (FY20-24) so I need to check in with you to see if anything in your departments have changed. I’m attaching the plan as I have it and you can see my recommendation below. Please call me before Tuesday if you have questions or concerns. I want to give it to the Finance Director for the FinCom by midday Tuesday. Thank you.

Sincerely,

Robin Leal Craver, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507
508-248-2206 office
508-243-3905 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.
Per our conversation after Dept. Heads meeting.

With recent ratification of Fire contract, here is the breakdown of the anticipated shortfall.

1) With 2% increase – avg increase roughly $1300.00 per member (21) = $27,300.00

2) Additional 2% increase for Captains - avg increase roughly $1300.00 per (5) = $6500.00
   i. ***3/5 of the Captains receiving 5% raise in total
   ii.

3) Additional 1% increase for Paramedics in FY20 – avg increase roughly $650.00 per (13) = $8450.00

4) 5 members who have received or receiving their Paramedic Certification in fiscal year with a
   12% increase in pay, avg increase $6300.00 per member (4) = $31,500.00

5) Education Reimbursement – Asked for $12,000.00, received $6,000.00. One person alone in
   a Paramedic program will eat up most, if not all, of the $6000.00 = $6000.00

6) There will be some offset with hiring of 2 open spots due to Step wages formula in CBA,
   undetermined at this time until we know who is hired at what Step.

7) $79,750.00 underfunded

I’ve attached copy of budget documentation.

Sincerely,

Edward J. Knopf

Chief of Department

Charlton Fire

(508) 248-2280

Serving with Integrity, Honesty and Compassion
PROPOSAL

From: Robert Puchalski  
To: Tom LaRose  
Company: Town of Charlton  

Project Name / Location: Charlton- Basement Hallway Renovations  
37 Main St  
Charlton MA 01507

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement Hallway Renovations</td>
<td></td>
</tr>
<tr>
<td>1St hallway</td>
<td></td>
</tr>
<tr>
<td>*Demo and dispose of 2 sets of double doors and side lites in lower hallway.</td>
<td></td>
</tr>
<tr>
<td>* Rebuild one new wall with wood partitions and cover with drywall.</td>
<td></td>
</tr>
<tr>
<td>* Patch and paint walls where partitions were removed.</td>
<td></td>
</tr>
<tr>
<td>* Tape and joint wall and prep for paint, paint to match exiting walls.</td>
<td></td>
</tr>
<tr>
<td>* Supply and install 1 3/0 x7/0 - 1 3/4 solid wood door with 10&quot; x 10&quot; vision lite, finish and paint door.</td>
<td></td>
</tr>
<tr>
<td>* Supply and install panic hardware and night bold lock with key cylinder.</td>
<td></td>
</tr>
<tr>
<td>* Lowering heater at end of hall, to be lower than the new ceiling.</td>
<td></td>
</tr>
<tr>
<td>* Labor and material to supply and install non directional 2'x 2' suspended ceilings in basement of 2nd hallway.</td>
<td></td>
</tr>
<tr>
<td>* Install new transoms at the bottom of stairs to receive new ceiling.</td>
<td></td>
</tr>
<tr>
<td>* Supply and install additional ceiling tiles at end of hallway as discussed.</td>
<td></td>
</tr>
</tbody>
</table>

| 2nd Hallway                                                                |        |
| * Labor and material to supply and install non directional 2'x 2' suspended ceilings in basement of 2nd hallway. |        |
| * Remove two existing doors and jambs, and drywall opening, tape and paint to match exciting walls. |        |
| * Remove two transoms, patch and paint to match exciting walls.             |        |

19,780.00

Grand Total: $19,780.00

Conditions / Exclusions:  
Proposal includes prevailing wage rates for the area.
From: Robert Puchalski                    Date: 06/13/2019
To: Tom LaRose                             Phone: 508-248-2218
Company: Town of Charlton                 Fax: 508-248-2374

Project Name / Location: Charlton- Basement Hallway Renovations
37 Main St
Charlton MA 01507

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

Acceptance Of Proposal: _________________________ Date: ____________
TOWN OF CHARLTON
SOCIAL MEDIA BYLAW
Proposed to be adopted: STM, May 8, 2019
Filed in Town Clerk’s Office August 26, 2019

I. PURPOSE AND SCOPE

The Town of Charlton ("Town") recognizes the importance of online social media networks as a communication tool. The use of social media presents certain risks, and carries with it certain responsibilities. Social Media, while a relatively new form of activity, does not change the law or expectations around public service. The Town recognizes that employees and officials have the right to participate as citizens in public forums and discussions (including social media platforms) on matters of public concern. However, that right is balanced against the legitimate interests of the Town in promoting accountability, responsible and mature judgment, and the efficiency of the public services it performs through its employees and officials. The goal is to ensure that use of social media advances, rather than impedes, the operation of government.

To that end, this By-law establishes guidelines for employees' personal use of social media (Section II), as well as for the official use of social media by Town employees and officials for government-related purposes (Section III).

The By-law applies to all employees, officers, and officials (elected and appointed) of the Town of Charlton. Employees whose employment is governed by law or a collective bargaining agreement are subject only to those provisions of this By-law not specifically regulated by law or agreement.

This By-law is to be read in conjunction with all other applicable bylaws, policies and rules of the Town, including but not limited to the Town's Personnel Policies and Procedures. It may be amended from time to time, and may be supplemented with additional administrative procedures and rules as may be issued.

Nothing in this By-law is designed to interfere with, restrain or prevent employee communications that are otherwise protected under law (i.e., First Amendment, Whistleblower, Union Activities).

A. Definitions

The following definitions apply for purposes of this By-law.

1. "Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication.

2. "Social media sites" and "social networking sites" refer to websites that facilitate user
participation, networking, and collaboration through the submission of user generated content, including but not limited to tools such as: blogs; wikis; microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; video sharing sites, such as YouTube; messaging applications such as Snapchat and Instagram; and bookmarking sites such as Pinterest.

3. A "social media identity" is a specific user identity or account that has been registered on a third party social media site.

4. A "blog" (an abridgement of the term web log) is a website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

5. A "moderator" is an authorized Town of Charlton official (appointed or elected) or employee, who reviews, authorizes and allows content submitted by Town officials, employees and public commentators to be posted to a Town of Charlton social media site or sites.

6. "Town Systems" are any electronic communication and information equipment and systems. Such Systems include, but are not limited to, computer workstations, hardware and software, electronic mail (e-mail), telephones, cellular phones, "smartphone"/PDA-style devices, tablets, pagers, facsimile machines, and the Internet.

7. "Town social media site" is any official social media site established by or for a Town department, with the authorization of the Town Administrator.

II. GUIDELINES FOR PERSONAL USE OF SOCIAL MEDIA

All employees and officials are responsible for what they post online. Through this By-law, the Town is not intending to act as "thought police" or otherwise unnecessarily intrude upon the personal associations and relationships of employees and officials. However, the impact of social media participation by employees and officials upon the ability of Town government to function efficiently and effectively cannot be ignored. Any conduct that exposes the Town to legal liability may result in disciplinary action up to and including termination.

A. Required Conduct

1. Whenever the topic is one related to the functioning or operations of Town government, including any matter pending or reasonably anticipated to be pending before any Town board, committee, commission, or Town Meeting, all personal posts on any social media site shall contain an express statement that "The postings on this site are my own and do not represent the views, positions or opinions of the Town" or similar disclaimer. Employees and officials should not, except as authorized by their supervisor or board, represent themselves as a spokesperson for the Town.

2. Employees and officials should be mindful that social media activity that violates
any of the Town's policies may result in disciplinary action, up to and including termination. Such policies include, but are not limited to, the Town's Information Technology Resources Use Policy, Anti-Harassment and Discrimination Policy as well as the Personnel Policies and Procedures.

3. Department heads and other employees or officials with policy making authority must be mindful that there is greater risk that their comments or conduct while participating in social media may have a direct and negative impact upon the integrity of their board/committee or department and the public's perception of Town government as a whole. Furthermore, there is a greater likelihood that the public will view their conduct/comments as representative of an official position or policy of the Town, even when personal disclaimers are made.

B. Prohibited Conduct

1. No Town Systems are to be used to make personal posts on any social media site or platform.

2. No personal posts shall be made during work time.

3. Town e-mail addresses may not be used to register on social networks, blogs, or other online tools utilized for personal use, and may not be used when setting up or establishing social media sites for personal use.

4. Per G.L. c. 268, §35, no employee or official shall post the Town Seal on any Internet site [i.e., social media network, website, blog site] or in any other Internet and/or social media communication or posting, with intent to give to such site or posting an official character which it does not possess, or unless authorized in writing in advance by the Town Administrator.

5. Inappropriate postings that include, for example, discriminatory comments/remarks, harassment, bullying, and/or threats of violence or similar inappropriate or unlawful conduct, will not be tolerated.

6. Do not post internal reports, draft policies, procedures, or other internal confidential communications or documents. Employees shall maintain the confidentiality of the Town’s procedures for the development of policy and other such data exempt from the Public Records Law. The state’s Conflict of Interest Law [G.L. c. 268A, §23(c)(2)] expressly prohibits an employee or official from improperly disclosing materials or data obtained in the course of official duties, that is otherwise exempt from disclosure under the Public Records Law, and further prohibits the use of such information to further “personal interest.” If an employee or official has a question about whether information is appropriately considered public or not, s/he should contact the Charlton Town Clerk.

7. Do not post information about others that is protected from public disclosure by law, such as: Criminal Offender Record Information, HIPAA-protected information and any other personal medical information, information concerning allegations
of domestic violence and abuse, information protected under student privacy statutes, and the like.

8. Employees and officials operating personal social media sites are subject to the same guidelines as above for the operation and administration of sites under their control, when focusing on topics relating to the functioning or operations of Town government. In order to avoid the appearance of being an official Town social media site, the site must clearly indicate their participation and carry a disclaimer that "The operation and administration of this site are my own and do not represent the views, positions or opinions of the Town".

9. Members of multi-member boards, committees and commissions must be mindful of the requirements of the Open Meeting Law, when participating in social media, in both personal and (where authorized) official capacities. A quorum of a board/committee/commission should avoid posting on social media sites discussing topics relating to the functioning or operations of Town government, or on topics relating to matters under that board/committee/commission's jurisdiction, as doing so may violate the Open Meeting Law. Additionally, a series of individual postings on a social media site by members of a public body cumulatively may convey the position of a quorum regarding a subject within its jurisdiction, and may constitute improper deliberation among the members of a board or committee.

C. Permitted Conduct

1. Employees and officials may include, in their social media personal profiles, their job titles, as well as information about their personal participation in Town sponsored-events, including volunteer activities. Employees shall not include the official titles when posting personal statements as per Section II.A. (1) and Section III.A (14) of this By-law.

III. USE OF SOCIAL MEDIA SITES FOR OFFICIAL PURPOSES

The Town of Charlton permits departments to utilize social media sites and social networking sites (collectively "social media sites") to further enhance communications with its residents and various stakeholders in support of the department's goals and objectives. Town of Charlton officials and departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct official Town of Charlton business. Social media sites facilitate further discussion of Town of Charlton government business, operations and services by providing members of the public the opportunity to participate in many ways using the Internet. The Town has the ability to place limitations and restrictions upon the content of its website and social media sites. This section of the By-law sets forth requirements that must be adhered to with respect to utilization of social media sites for official Town of Charlton purposes, as well as explanatory guidance.
A. **General Requirements for Establishment and Maintenance of Official Town Social Media Sites**

1. All Town social media sites shall be:

   a) approved by the Town Administrator with a documented letter of approval; and
   b) published using a social media platform and tools approved by the Information Technology ("IT") Department.

2. Posting for the Town on such sites shall only be performed by the Town Administrator or his/her designee(s).

3. Subject to prior approval of the Town Administrator, departments have the option of allowing employees to participate in existing social media sites as part of their job duties, or allowing employees to create social media sites as part of their job duties. Department Heads may allow or prohibit employee participation in any social media activities in their departments.

4. All Town social media sites shall adhere to applicable state and federal laws, regulations and policies, including, but not limited to, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Copyright Law, Campaign and Political Finance laws and rules, and other applicable Town policies.

5. Because the Public Records Law applies to social media content, all posts, once made, may not be deleted or amended, except to correct typographical errors, and a record shall be kept of any such modifications.

6. Each Town social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social media/network site. Where possible, social media sites should link back to the official Town of Charlton Internet site for forms, documents and other information.

7. All Town social media sites shall clearly indicate that they are maintained by the Town of Charlton and shall have the Town of Charlton contact information prominently displayed, and, if possible, the Town Seal.

8. Town social media content shall not contain the following:

   a) Profane, obscene, or vulgar language or content;
   b) Comments or content that are denigrating, threatening, insulting, bullying or harassing;
   c) Content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, gender identity, disability, pregnancy or pregnancy-related conditions,
genetic information, active military status, or any other status protected by state or federal law;
d) Sexual content or links to sexual content;
e) Conduct or encouragement of illegal activity;
f) Information that may tend to compromise the safety or security of the public or public systems;
g) Content that violates a legal ownership interest of any other party;
h) Protected health information;
i) Personnel data; or
j) Other information that is not public record or is otherwise privileged from public disclosure.

9. All Town social media moderators shall be trained regarding the terms of this By-law, including their responsibilities to review content submitted for posting to ensure compliance with the By-law.

10. To the extent applicable, the Town’s IT security policies shall apply to all social media sites and articles.

11. Officials (elected or appointed) and employees representing the Town via social media sites must conduct themselves at all times as a representative of the Town and in accordance with all applicable rules, regulations, and policies (including the Personnel Policies and Procedures) of the Town of Charlton. Town employees, officials, board members and committee members shall not use a title unless they are posting in an official capacity or on an official Town social media site, with authority to do so.

12. No Town or department social media site may endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, citizens, co-workers or other stakeholders. Employees may not engage in political activity during working hours. This includes, but is not limited to, engaging in political activity, including the endorsement of any candidate for elective office, via a Town social media site.

13. Employees found in violation of this By-law may be subject to disciplinary action, up to and including termination of employment.

B. Employee Use of Official Town Social Media Sites

The following provides further explanation of the requirements for Town media social media site, set forth in Section A, above.

1. Information Technology Resources Use By-law. All employees are responsible for understanding and complying with the Town’s Electronic Communications and Computer Usage By-law.

2. First-Amendment Protected Speech. Although the Town can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict
speech that is obscene, threatening, discriminatory, or harassing, the Town cannot use the moderation function to restrict speech with which the Town merely disagrees (i.e. subject matter restrictions). Users have First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those removed for specific legitimate reasons, as referenced above.

3. Copyright Law. Employees and officials must abide by laws governing copyright and fair use of copyrighted material owned by others, including written material, photography, videography and digital media. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote more than a short excerpt of someone else’s work without acknowledging the source and, if possible, provide a link to the original.

4. Conflict of Interest. Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest in violation of the provisions of G.L. c. 268A.

5. Protected Confidential Information. Employees are prohibited from posting legally protected personal information that has been obtained during the course of performing official duties (e.g., information that is not public record under the Public Records Law, G.L. c.66, §10 and G.L. c. 4, §7(26), or whose dissemination is restricted under applicable Federal or State privacy laws or regulations). Conversations that occur amongst Town officials/employees outside public forums should not be published or reported on, unless authorized by the Town Administrator. Information about policies, rules, or plans that have not been finalized or officially adopted by the Town should not be posted unless explicitly approved in advance by the Town Administrator or relevant Department Head, for instance, where public comment or input is being solicited.

6. Carefully Consider Content. Town social media sites are not an appropriate forum for commentary about rumors, political disputes, and such comments are not permitted. As informal as social media sites are meant to be, if they are on a government domain or a government identity, they still constitute official government communications. Social media sites will be sought out by mainstream media, and therefore, consideration needs be exercised to use social media in a way that benefits both the Town and the public.

7. Handling Negative Comments. Town Employees and Officials shall only post factual information as it relates to a Town related matter. Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, it is anticipated that some of the feedback received will be negative. Some effective ways to respond to negative comments include:

   a) Provide accurate information in the spirit of being helpful;
   b) Remain respectful; and
   c) Notify the moderator to address the matter prior to any escalation.
8. **Respect the Audience and Town Employees and Officials.** Ethnic slurs, personal insults, obscenity, or any conduct that would not be acceptable in the workplace, are similarly prohibited on the Town’s social media sites. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. The Town’s social media presence shall not be used to communicate among Town employees for work purposes.

9. **Use Social Media Sites or Identities Only to Contribute to the Town or Department’s Mission.** All postings should provide useful information and perspective that contributes to the Town’s and/or Department’s mission of serving the public. What is published on Town social media sites reflects on the Town and town government. Social media sites and identities should be used in a way that contributes to the Town’s mission by:

   a) Helping Town employees and officials perform their jobs better;
   b) Informing citizens about government services and how to access them;
   c) Making government operations transparent and accessible to the public;
   d) Creating a forum for the receipt of candid comments from residents about how government can be improved; and
   e) Encouraging civic engagement.

10. **Mistakes.** The Town’s policy is that once something is posted on a Town social media site, it should remain posted. Only spelling or grammar errors may be made without making the change evident to users. If the decision is made to modify an earlier post, make it clear that this has been done—do not remove or delete the incorrect content; provide the correct information and where appropriate, apologize for the error. Ways to accomplish this include:

   a) Strike through the error and correct; or
   b) Create a new post with the correct information, and link to it from the post that is being corrected or clarified.

Either method is acceptable. In order for the social media identity or site to achieve transparency, the Town cannot change content that has already been published without making the changes clearly evident to users.

11. **Defamation.** Under Massachusetts law, defamation is established by showing that an individual published a false statement about another party that either caused the individual economic loss or was of the type that is actionable without proof of economic loss. Some statements, like imputation of a crime, are defamatory per se. Employees must avoid statements that may be interpreted as defamatory.

12. **Records Retention.** Social media sites will contain communications sent to or received by Town officials and employees, and therefore constitute Public Records. Officials must ensure that the Town or department retains a copy of the social media
content in accordance with applicable Public Records Retention Schedules and in accordance with the Public Records Law.

IV. Media Contacts

Oftentimes, presence on social media can lead to inquiries from the press or media. Employees may not speak to the media on the Town's behalf, unless specifically authorized by the Town Administrator. All media inquiries shall be directed to the Town Administrator's Office.

V. Retaliation Prohibited

The Town expressly prohibits the taking of any action against any employee for reporting a possible deviation from, or violation of, this By-law, or for cooperating in an investigation of same.

VI. Additional Information

If you have questions or need further guidance regarding the Town's Social Media By-law, please contact the Town Administrator's Office.
TOWN OF CHARLTON

SOCIAL MEDIA BY-LAW

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

I, ________________________________ , hereby acknowledge receipt of the Town’s Social Media By-law on the date set forth below.

__________________________________________________________
Employee’s Signature

__________________________________________________________
Witness

__________________________________________________________
Date

Please keep the attached document for your files and return this Acknowledgement to the Town’s Human Resources Department.

cc: Personnel File
Celebrating Agriculture – We have received an invitation to attend the 19th annual “Celebrating Agriculture” event on Saturday, September 2, 2019 from 9am – 3pm at the Woodstock Fairgrounds in Woodstock, CT. Their purpose is to showcase the benefits that agriculture provides to the region as well as the challenges farming faces today. It’s attached for your information.

FY18 MVP Action Grant Project Closeout – We have filed the paperwork required to close out the FY18 MVP Action Grant that was awarded to Charlton and Spencer for the development of the Towns’ Integrated Water Infrastructure Vulnerability Assessment and Climate Resiliency Plan and requested reimbursement for the remainder of the $300,000 grant award.