



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
March 25, 2008

Submitted by _____

Date _____

Received by _____

Date _____

Present: Chairman – Peter J. Boria, Vice-Chairman – Scott D. Brown, Clerk – Kathleen W. Walker and members – Frederick C. Swensen and John R. Bacon. Also present, Town Administrator - Robin L. Craver and Student Selectperson – Katie Walsh.

NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

I. Call to Order:

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

II. Consent Agenda:

- Chairman Boria read the agenda.
- Minutes of Regular Selectmen's Meeting –March 11, 2008. **Motion by Ms. Walker to accept the minutes of March 11, 2008, seconded by Mr. Swensen. Vote taken: Ms. Walker, Mr. Swensen and Chairman Boria – aye, Mr. Brown and Mr. Bacon – abstained.**

III. Community Relations, Announcements and Open Forum:

- Chairman Boria read the announcements.
- Ms. Walker announced that meet the candidates night is April 7th here at 6:30pm. Ms. Walsh added that there is a box in the Selectmen's Office to submit questions for the candidates.
- Ms. Walker mentioned that recently we lost Annie Kingston, who was recognized by the Board as the oldest citizen in town. She was honored with the "Gold Cane Certificate". She also mentioned that the Gold Cane that we have was stolen and heard a rumor that Chief Pervier is working on getting a replica. Chief explained how he found it and that he is purchasing one for the town and will have it engraved so the Board can present it again at a future meeting.
- Ms. Robin Hoel, a Preschool Special Education teacher from Charlton Elementary who works with children with Autism is here to announce that April is Autism awareness month and she as well as her staff will be participating in the Annual Walk for Autism awareness. The walk is scheduled for Sunday, April 27 and they are seeking donations to help support this cause. Should anyone wish to contribute, donations must be received by April 15th. Checks should be made payable to Autism Resource Center and mailed to Charlton Elementary School, 9 Burlingame Road, Room 106, Charlton MA 01507.

IV. Appointments/Resignations:

1. Senior Center Building Committee – reaffirm membership. Mrs. Craver stated that at the Board's last meeting, she was directed to contact Council on Aging and ask them to contact other towns to see if they could get a member on Board for this committee. They have responded that they have already tried this and would recommend that the board reaffirm the committee to consist of just the members that have been appointed to date which are: Peter

Boria – Board of Selectmen member, Elaine Kingston – Director of Council on Aging, Barbara Dean – Council on Aging member, Sandra Bacon – Council on Aging member, John Look – Retired Architect, Norman Pederson – Retired Construction Supervisor & Library Building Committee member and Caryl Sprague-Cloutier – Community member. The Board agreed.

2. Resignation – Activities Council. Mary Devlin has submitted her resignation from the Activities Council due to moving out of town. **Motion by Mr. Bacon to accept Mary Devlin’s resignation, seconded by Mr. Brown, motion carries.**
3. Resignation – Police Auxiliary Officer. Dean M. Babineau has submitted his resignation as an Auxiliary Officer for the Police Department due to not being able to commit the time needed. **Motion by Mr. Bacon to accept the resignation of Dean M. Babineau as an Auxiliary Police Officer, seconded by Mr. Swensen, motion carries.**

V. Scheduled Appointments:

6:45PM – Charlton Beagle Club, Inc. – Alteration of Premises. The Charlton Beagle Club has recently renovated their establishment and must seek approval from the Board of Selectmen as the licensing authority through a public hearing. Upon approval by the Board of Selectmen, all paperwork will be sent to the ABCC for their approval. Chairman Boria opened the hearing by reading the notice that was placed in the paper and mailed to the abutters. George Madore from the Beagle Club was present. Seeing no questions asked, **motion by Mr. Brown to close the public hearing at 7:02pm, seconded by Mr. Swensen, motion carries. Motion by Mr. Brown to approve the alteration of premises as requested, seconded by Mr. Swensen, motion carries.**

VI. Old Business:

1. Casella Site Assignment – New Hearing. Mrs. Craver stated that previously we were notified that there was an omission in Casella’s public notice requirement to the Town of Sturbridge regarding the public hearing and the Southbridge Board of Health would be convening a new hearing. It is Mrs. Craver’s understanding that in lieu of asking live questions as to Casella’s pre-filled testimony, we have been asked whether the Town wishes to submit our questions into the record via transcript. Attorney Cox has recommended that we do submit in this fashion and state at the hearing that the transcripts entered into the record will serve as the Town’s cross examination but reserves our right to ask additional questions based on the new hearing. Mrs. Craver needs direction to: 1. Agree that the previous question and answers constitute the Town’s preliminary cross examination and submit it into the record via the transcripts and 2. Reserve the Town’s right to ask additional questions. The first hearing date is scheduled for March 27, 2008 at the Southbridge Town Hall. **Motion by Mr. Brown to provide direction as requested, second by Mr. Swensen, motion carries.**
2. Request from Worcester County Realtors for a Collection Box in Town Hall. At the Board’s last meeting, it was recommended to forward this request to the Building Committee for their recommendation. The Building Committee is in the process of working on a policy for items like this within the Town Hall and cannot give a recommendation at this time. Mrs. Craver stated that there is a box for this already located at the Library and St. Joseph’s church therefore she would withdraw the request.
3. New Hardware Purchase for Archiving Electronic Mail and policy. At the Board’s last meeting, it was requested to refer this item back to the Technology Committee to answer some questions the Board had. There is a memo attached with the answers that you are seeking and also members of the Committee are present to answer any further questions. Curt Meskus, Chief Pervier and Cliff Cloutier from the Technology Committee were present. The Board reviewed the memo with the answers to their questions they had asked. Mr. Swensen asked if there should be a glitch in the system, is the actual hardware covered, would the town be liable? Mr. Meskus said that the hardware will come with a warranty. Mr. Cloutier said it’s a

state requirement which mandates that towns do something with the archiving of the email. The committee has done an extensive search to be able to provide this information to the Board. **Motion by Mr. Brown to approve the amount of purchase for both the hardware and license in the amount of \$6,248.00, seconded by Mr. Bacon, motion carries.** Policy for archiving email. Mrs. Craver recommended having the Technology Committee go through the three policies the board reviewed last week along with this one and come up with just one comprehensive policy with all componets needed. Mr. Swensen asked if a copy of the State's bulletin could be attached as a reference. Chairman Boria asked if this is important enough that it should be it's own policy or would it blend in with the rest of the technology policies. Mrs. Craver to work with Mr. Meskus on a policy

4. Letter from Leicester Board of Selectmen – turnpike exit. At the Board's last meeting, Mrs. Craver was directed to forward this letter to departments to see what impact this would have. Letters have been received from the Police Chief and the Planning Board. Ms. Walker would still like to have the ramp in Charlton. **Motion by Ms. Walker to get input from other departments for an off ramp in Charlton, seconded by Mr. Bacon, motion carries.** Follow up for next meeting.
5. Access Road – Industrial Park to Rt. 20 to the landfill area in Southbridge. Mrs. Craver gave the Board a copy of an article that was in the paper regarding this access road. The Board met last year with the Planning Board on this matter and she is looking to see if the Board wishes to take any action if this project is being revised by the Town of Southbridge. Dan Prouty who owns the area in discussion was present. He stated that they had Para Land surveying do a survey on their property. There are only five property owners in the area. Mr. Swensen was entriqueted by this a year ago and still is. He feels this will address the issue of truck traffic. Chairman Boria stated to Mr. Prouty that this map is different and the actual location of the road is in a different area. Mr. Prouty stated that this is more of a conceptual plan. **Motion by Ms. Walker that the board follow up on this and possibly form a small search committee of the board to explore it further, seconded by Mr. Bacon.** Mr. Bacon would like to see this board get behind something like this and send a letter to Mr. O'Brien in Southbridge, Mr. Prouty and to the Southbridge Town Hall representatives, stating that Charlton is definitely in favor of seeing a road like this built. Ms. Walker stated that her motion is to form a committee to look into it, she doesn't know if she would be for or against it. Mr. Swensen agrees with Mr. Bacon to contact Mr. O'Brien just to get a feel for what their thoughts are on this. It would help give us some direction. Ms. Walker is okay with sending an informational letter. Chairman Boria asked Ms. Walker if she would like to have a small charrette. Set up an initial meeting to invite any and all boards that are interested and get all ideas in writing then forward those concerns to Southbridge. After discussion, **Ms. Walker withdrew her motion. Mr. Bacon withdrew his second.**
6. BOS Policies – review recommended changes and approve (See attached). Mrs. Craver stated that upon approval by the Board for the changes to the policies, the policy books will be updated and if space permits, be included on the disks that were made for the open meeting law, conflict of interest law and public records law. Chairman Boria reviewed the changes to the Polices:
 - #1. Actions, Decisions, Minutes of Meetings;
 - #3, Agendas, Minutes published for public viewing;
 - #6, Board of Selectmen workshop meeting;
 - #7, Citizen petitions;
 - #8, CORI policy;
 - #9, Correspondence policy;
 - #11, Electronic Communications (refer to Technology Committee);
 - #13, Emergency Notification Protocol;

#17, Health Insurance for Elected Officials; Ms. Walker was the catalyst for bringing this whole issue in front of the board but feels that the date should be changed to be effective July 1, 2009 instead of July 1, 2008. she is concerned that if we take this away at this point it will cause significant damage to the people right now. She would like to give those people another year to find another insurance. **Motion by Ms. Walker to change the date to July 1, 2009 for the Health Insurance for Elected Officials, seconded by Mr. Bacon.** Mr. Bacon feels Ms. Walker brings up a very significant point where it would be a hardship for these people. Mr. Swensen understands that this is a hardship for people, but this elimination was one of the biggest items to help us work towards our budget goals. Mr. Brown is also empathetic to those individuals but there are other avenues. **Vote taken on Ms. Walker's motion: Ms. Walker and Mr. Bacon – aye, Mr. Swensen, Mr. Brown and Chairman Boria – opposed, motion fails.**

#20, Internet Use Policy (refer to Technology Committee);

#22, Licenses, being worked on (fees)

#23, Meeting postings;

#24, Meeting Room use;

#26, Municipal Meeting Room use,

#27, Network usage (refer to Technology Committee);

#31, Temporary Sign policy;

#44, Work on private roads

Motion by Mr. Brown to approve/adopt policies as revised, seconded by Mr. Swensen, motion carries.

7. FY09 Budget – Mrs. Craver reviewed the budget. Ms. Walker has concerns about the Health Insurance for Elected Officials, Lakes and Ponds, Custodian for library, She feels that some of the places that money will be available is from the tax on telephone poles that will be coming down soon, possibility of selling land, possibility of some funding for ongoing litigation and then we have stabilization. Mr. Brown said that with the exception of stabilization, they are all possibilities. They are not real numbers yet. Mrs. Craver reviewed the cuts that were made to meet the budget as needed and also mentioned there was discussion at the school today for an access road. The school has provided a budget showing increases they have in some areas.(Mrs. Craver passed out what was given to her to show the increases in the school budget) Mr. Brown also noted that there has been some discussion of having a possible override on the town election. **Motion by Mr. Swensen to adopt the budget as recommended by the Finance Committee, seconded by Mr. Brown.** Stefan Sage, a citizen, feels that he sees the budget as taking a step backward in services that we as a society have worked for in this town. **Vote taken on Mr. Swensen's motion: Mr. Bacon, Mr. Swensen, Mr. Brown and Chairman Boria – aye, Ms. Walker – opposed, motion carries.**

VII. New Business:

1. Review of High Value properties for auction. Mrs. Craver noted that Town Treasurer Keith Arsenault is here to update the Board on the progress on reviewing the tax title properties owned by the Town. Mr. Arsenault discussed his recommendations. He would like permission to do perk tests, soil evaluations and surveys and plans for a cost of \$4,750.00. Mr. Bacon cautioned rushing into this because it's prime property and you won't get the money you should for this. Prindle Hill Property is 1.8 acres, Timber Valley Road is under the 60,000 sq ft lot. The funding could come from the Housing Rehab account. **Motion by Mr. Bacon to allow Mr. Arsenault to get the information he needs should we go forward to auction, seconded by Mr. Swensen, motion carries.**
2. Authorization to solicit bids/quotes from the Municipal Building Committee for:
 - a. front entry stair, railing and door project
 - b. south wing main floor double hung windows

The Committee is seeking authorization from the Board to solicit bids and/or quotes for the front entry stairs, railing and door project and the south wing main floor double hung window replacement project in the George C. McKinstry, III building. These bids/quotation are subject to a) sufficient appropriation of funds for the projects and b) awarding of the contracts by the Board of Selectmen. Once the true costs are determined for the projects, supplemental appropriations and funding sources, if needed, can be identified for action at the Annual Town Meeting in May. Curt Meskus, Building Commissioner was present for discussion.

Motion by Mr. Brown to approve putting the two projects requested out to bid, seconded by Mr. Bacon, motion carries.

3. Letter from Massachusetts State Lottery Commission KENO expansion. Mrs. Craver noted that a letter was received from the MASS State Lottery Commission informing the board that it is expanding KENO to all vendors that sell lottery tickets. The Commission states that communities may opt out. She is looking for direction from the Board as to how they wish to act on this change. **Motion by Ms. Walker that we opt out, seconded by Mr. Brown for discussion.** Ms. Walker doesn't see any reason to add more gambling. **Vote taken on the motion: Ms. Walker and Mr. Bacon - aye, Mr. Swensen, Mr. Brown and Chairman Boria – opposed. Motion does not pass.**

VIII. Student Selectperson Report. Ms. Walsh reviewed her report of what has and is going on at the school.

IX. Town Administrator Report (see attached)

X. Open Forum Stefan Sage came forward as a representative of the Library. About 2 years ago the Library entered into an ACO with the DEP. He stated that with the work of Richard Marks, Cheryl Hansen, Representative Alicea, an extension was given until November 30, 2010. The town will need to have a line of water coming down the street to hook up to or they will have to get a well.

Chief Pervier stated that tomorrow, March 26th through April 16th, the police will be participating in the government bureau road rage.

Chairman Boria noted that it's that time of year to do the Town Administrator review. He would ask Mrs. Craver to mail it to the board and have the board email it back to him.

XI. Adjourn/Executive Sessio: **Motion by Ms. Walker to go into executive session at 8:47pm under MGL Chapter 39, section 23B, #3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel, seconded by Mr. Brown. Roll call vote: Ms. Walker – aye, Mr. Bacon – aye, Mr. Swensen – aye, Mr. Brown – aye and Chairman Boria – aye.**

XII. Next Meeting Announcement:

- Next Regular Selectmen's Meeting – April 8, 2008

Respectfully submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

Peter J. Boria, Chairperson

Scott D. Brown, Vice-Chairman

Kathleen W. Walker, Clerk

John R. Bacon, Member

Frederick C. Swensen, Member