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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
April 7, 2009

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

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

I. Call to Order:

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

II. Consent Agenda:

1. Approval of March 24, 2009 minutes. **Motion by Mr. Brown to accept the minutes of March 24, 2009, seconded by Ms. Walker. Vote taken: 3 ayes, Mr. Bacon abstained.**

III. Community Relations, Announcements and Open Forum:

- Vice-Chairman Boria read the announcements.
- Stefan Sage from 41 Lincoln Point Road came before the Board with a problem that he has and a possible solution to fix it which is the trashing of our town. His solution – give ½ hr to an hour a month around your area and pick up litter. This will help develop good relations with neighbors and show the children how it's done. This will have a great impact on our community.

IV. Appointments/Resignations:

1. Appointment – Council on Aging member – Due to the recent passing of Barbara Dean, there has been a vacancy on the Council on Aging. They have posted the vacancy and held interviews and are recommending the appointment of Irene M. Langevin of 44 Nashoba Road to fill this seat. This appointment will be until June 30, 2011. George Butz, Vice Chairman of the Council on Aging came before the board with Ms. Langevin and stated that they would like her appointed. **Motion by Ms. Walker to appoint Irene M. Langevin to the Council on Aging, seconded by Mr. Brown, motion carries.**
2. Appointment – Per Diem Dispatcher – Chief Pervier and Michelle L. Parquette came before the Board. The Chief is asking the Board to appoint Michelle L. Parquette of 85 Roseland Park Rd., Woodstock, CT as a per-diem dispatcher. Ms. Parquette is certified by the Commonwealth of Massachusetts as an Emergency E-911 Dispatcher. **Motion by Mr. Brown to appoint Michelle L. Parquette as a per diem dispatcher, seconded by Mr. Brown, motion carries.**
3. Appointment – Personnel Board – Two talent bank forms have been received to fill the opening on the Personnel Board. George Butz who presently is on the Council on Aging and Jay Larmon who resides at 88 Masonic Home Road. Mr. Butz has withdrawn his application, therefore the recommendation would be to appoint Jay Larmon to this Board. Rachel Hartwig, Chairman of the Personnel Board was present

and thanked the Board for announcing the openings and introduced Mr. Larmon. Mr. Larmon feels it would be a pleasure to serve the residents of the Town of Charlton.
Motion by Ms. Walker that this Board appoint Jay Larmon to the position of Personnel Board, seconded by Mr. Brown, motion carries.

V. Scheduled Appointments

7:00pm – Fire Station Building Committee – Feasibility Study – Ralph Fiske, Chairman of the Fire Station Building Committee came forward to provide an update of where they are and where they have been. Several architects have been interviewed to complete a feasibility study for a site. At this point, they have selected an architect and are seeking the Board’s direction on the next steps which would include hiring a company to perform a feasibility study. Mrs. Craver stated that the Finance Committee had voted at a joint meeting with the Selectmen to recommend to defer the study to a time when finances are better and they also realize that it is very important to get the Highway workers out of the barn first. Mr. Fiske understands this and would ask if the money could be held for this purpose for when the time is right. **Motion by Mr. Brown to ask the Fire Station Building Committee to put a hold on the Feasibility Study at this time, seconded by Mr. Bacon, motion carries.**

7:15pm – District #2 Schoolhouse – Mrs. Craver stated that at the Board’s last meeting, a review of the building has been completed by the Building Commissioner and the report is in your packet for review. Mr. Meskus has made several recommendations that include:

- Develop a long term plan for annual maintenance;
- Leaving the heat off during the winter months;
- Disconnecting the phone;
- Make necessary repairs to insure weather tightness as well as fix cornices and replace missing slate.

Mrs. Craver has spoken to the Charlton Historical Society’s President Cindy Cooper who is also present and she had some comments regarding Mr. Meskus’s recommendations. She asks that the Board set the winter closing by date or by temperature. Also, that the phone be left on for emergencies, but disconnected as a working number and lastly that the town continue to plow in order for vehicles to access the building and property in case of emergency. Mrs. Cooper stated that she would also like to know if the heating system would be serviced and/or turned off. The reason for keeping the heat on in the winter at the present time is because of the artifacts that are inside. It’s best not to leave them in the frigid cold. Mr. Bacon asked that if there would be any harm to the building with no heat, would the boards buckle or the ceilings crack? Mr. Meskus does not feel it will. **Motion by Mr. Brown that we approve the agreement with the Charlton Historical Society and instruct the Town Administrator or her delegate to work with the Charlton Historical Society to produce and implement a maintenance plan, seconded by Mr. Bacon, motion carries.** Mr. Brown would also look for a recommendation for the hours/time period of use.

7:30pm – Trench Safety Permitting – Mrs. Craver stated that per the Board’s direction at your last meeting, an invitation was sent out to all that would be involved in Trench Safety Permitting to attend tonight’s meeting to discuss the topic. Those departments are: Highway, Building, Water/Sewer, Board of Health and Fire Department. Curt Meskus, Building Commissioner has reviewed the requirements of the law and presented the Board with a recommendation that he had. (see attached) Ms. Walker had a point of clarification in which she asked if this meeting tonight was considered the multi board meeting? Vice-Chairman Boria believed so as we have many boards represented. Vice-Chairman Boria had a question for Mr. Meskus regarding the information that he provided which was, would it be best to have the office that is open the most take care of all permits. Mr. Meskus stated that he provided information for what he thought

he heard the people wanted at town meeting. Ms. Walker has a point of order – raising her concerns over how the discussions are taking place and she would like to hear from all boards first. Mr. Bacon asked if it would be prudent to hold off until a final decision from the state has been made on who should do what. Mr. Meskus stated he had developed some recommendations and provided it to the other departments. He has talked to some of them but it will be the decision of the Board. Vice Chairman Boria would invite any one in the room with concerns to come up and share them as this is a very important matter. Mrs. Craver stated that the law came into effect on March 1st and we can be put in an awkward position if we do not comply. Nelson Burlingame, Board of Health Chairman came forward and he is also concerned about this as it is mandated. He restated that the people at town meeting made it very clear that they would like to come in and get the permit that same day. He feels that we could have a blanket permit. With a blanket permit, anyone can issue it that needs to. He does not agree with the recommended charge of \$50.00. He doesn't feel that we are providing any service to the people if we do that. Gerry Foskett, Highway Superintendent stated that the licensing authority basically doesn't have any authority and that the information needed is minimal. He also agrees that we should not charge any fee for this permit. He indicated that for road opening permits, he requires more information than these permits do. Mrs. Craver stated that if there is a complaint or problem, the permitting authority is expected to go out and inspect. There are also guidelines for having to do an immediate shut down on the trenches. Robert Lemansky, Vice Chairman of the Water/Sewer Commission stated that they have not convened as a board to speak on this but they feel the applicant should be able to pick up a permit in their department if they chose to. He feels that this could be filled out in any office but sent to the person in charge. He also feels that we need to put this into place to make sure our town is covered as this deals with unattended trenches. The contactor would fill it out and the department would send it to the proper authority. As far as the fee, he feels that \$50.00 is excessive. He also recommended numbering the permits. If the appointee should miss something this person would be responsible if something was done wrong. Mrs. Craver stated that if it's late at night, the police will get a call if there is a trench left open and they would have to go out and check it out. She also feels that we should have someone responsible for these permits that can respond to these types of calls immediately. Mr. Foskett would like to make a recommendation on the licensing permitting authority. He feels that the public agency issuing the permit should notify the state electronically when a permit is done. This would make it more important to have one person receive the application. He would suggest having permits in all departments needed and deliver to one person when they are completed. Ms. Walker recommended charging \$5.00 for the paperwork. **Motion by Mr. Brown that we appoint the Building Inspector as the central repository for the permits and we also appoint each department as an appointing authority with the ability to approve or issue the trench permit, seconded by Mr. Bacon.** Ms. Walker would just ask that the words appointing authority be changed. **Mr. Brown changed it to issuing authority, Mr. Bacon amended his second, motion carries. Motion by Mr. Brown to set the license fee for the trench permit at \$10.00, seconded by Mr. Bacon, motion carries.** Discussion was now on the trench permit form: **Motion by Mr. Brown to use the form that was presented, seconded by Ms. Walker.** Mrs. Craver recommends that if the permits are going to be sent to one central location, that each department initial with their department and a number on the corner so it's easily tracked. The form is 6 pages long. Mr. Bacon recommends including the map number of the parcel that they will be working on. **Mr. Brown amended his motion to include the parcel number on the form, Ms. Walker amended her second to the same.** Mr. Lemansky recommended taking the word exact out and leave in the word location. After discussion, **Mr. Brown amended his motion to eliminate the word exact and leave location, Ms. Walker amended her second to the same.** Mr. Boria stated that any changes that need to be made to the form in the future could always be considered. The blanket trench permit could cover any work done on one property that the contractor who is filling it out is doing. **Vote taken on**

form: motion carries. Mrs. Craver, Mr. Meskus and departments involved to work on a short policy on how to deal with some of the concerns mentioned.

VI. Old Business:

1. Town common – Tree location request – At the Board’s last meeting, a request was received from the fifth graders working with the Earth Fest Committee seeking permission to replace one of the trees in front of the Town Hall. The Board voted to approve this request at a sight yet to be determined. Mrs. Craver stated that she had a conversation with Brent Sellev who stated that he would remove and replace the tree for us. He also recommended taking a look at a tree to be removed that is not so big which would be more advantageous because this tree will be smaller. The Board will review the list that was previously submitted by landscape companies on the recommendations of trees to be removed on the common.
2. Town Budget Discussion – continued – no new information to add at this time. Ms. Walker is still distressed about the budget for Old Home Day. She stated that she spoke with some of the employees at the town hall and they still wanted to see Old Home Day happen. The Old Home Day Committee is already regrouping and they have plans underway for a fundraiser to help fund the money they will not be getting.
3. Annual Town Meeting Warrant discussion – continued – no updates at this time.

VII. New Business:

1. Charlton Lions Club – toll booth request – The Charlton Lions Club is requesting permission to hold a toll booth at the intersection of Rt. 31 and Masonic Home Road on May 16, 2009 from 9:00am – 12:00noon. This event is being held to raise money to prevent blindness and help other community causes. This request was also forwarded to Chief Pervier who is in support of the toll booth contingent upon the following safety precautions:
 - All volunteers must wear bright colored vests;
 - Orange traffic cones must be set out on Main St. and Masonic Home Road for a distance of not less than 50 feet on each respective way prior to reaching the toll station. 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 Toll Booth Ahead” must be erected on both Masonic Home Road and Main St. not less than 75 feet from the toll station.Should the Board approve this request, please consider adding the recommendations from Chief Pervier to the motion. **Motion by Mr. Brown to approve the request for the toll booth with the recommendations from the Chief, seconded by Mr. Bacon, motion carries.**
2. e-Government Award – Mrs. Craver stated that a State House event held on March 19, 2009, the Common Cause Massachusetts presented the 2009 e-Government Awards to 118 cities and towns from across the Commonwealth. This event is part of an on-going Massachusetts Campaign for Open Government which annually reviews the Internet presence of all 351 cities and towns in the state. To receive this award, numerous items have to be placed on the Town’s web site. Items such as Selectmen’s meetings, town meetings, other board’s meetings past and future. She is happy to announce that the Town of Charlton has been presented with this award. Staff has worked diligently with our webmaster and should be commended in reaching this goal. They have worked together and in doing so, I believe will reach the highest award for the Common Cause which is the same award but with distinction. This means a little more work, but I am positive they will achieve this goal in the coming year. A special thank you to Lisa Westwell and Mary Devlin for their hard work in putting this together.
3. Commonwealth’s Search for Lease Space – the Division of Capital Asset Management has issued a request for proposals seeking lease space in our community for a state agency. The agency they are referring to is Quinsigamond Community College and they are looking for

7,500 sq. ft. of Classroom and Office Space. A copy of this request has been forwarded to the Planning Board and the EDC for review. Mr. Bacon mentioned the Grange. Would it be time for them to review and open it up for rental to pay for the heat? It was stated that the Grange is not 7,500 feet.

4. Invitation to Eagle Scout ceremony – The Board has been invited to attend an Eagle Scout court of honor celebrating the achievements of Matt Alexander Murphy. This ceremony will be held on Saturday, May 9, 2009 from 1:00 – 3:00 at St. Joseph’s church hall. A certificate has been prepared for your signatures.

VIII. Student Selectperson Report - Timothy Nikopoulos gave an update on what has been going on at Shepherd Hill.

IX. Town Administrator Report – Mrs. Craver reviewed her report. (see attached)

X. Other Business:

Mr. Brown stated that in the past week or so, there has been a lot of information released from the Police Union regarding Negotiations. He would like to clarify some of what he has heard. First, he stated that Mrs. Craver is acting on the Board’s behalf during the negotiations. Second, a letter was delivered to the union president upon Mr. Brown’s request based on the last negotiation session held with the Police Union where they terminated discussion, left the meeting and told us we would be hearing about it in the press. This letter was to safeguard our position and to clarify what we understood what was going on. Finally our process regarding the wage freeze has been consistent from this board with all the unions. He just wanted to clarify some of these issues that have been coming up.

Vice Chairman Boria said the monument committee met yesterday and they are ready to move forward to have construction of the monument take place. They have a contractor who’s willing to build that, to mirror what’s on the back side to do the stone work on the monument. This does not include the granite with the names but does include all the stonework for \$3,500 and that’s MJF Masonry from Charlton. The Monument Committee voted last night to award him the contract and they are looking to the Board to allow them to move forward. **So moved by Mr. Bacon, seconded by Mr. Brown, motion carries.**

Mr. Bacon said that he and Chief Pervier went to Boston today to hear the hearing on the Special Legislation for Masonic Home. He also stated that the committee that they met with were very adamant that the town had representatives there in support of this.

Mrs. Craver stated that she spoke with a business in town who will be reopening soon for a ribbon cutting ceremony. She is working on seeing if Senator Brewer and Representative Alicea could attend as well as the Board. This will be for Oxbow Variety.

Ms. Walker mentioned that the Prindle Pond meeting is coming up on Monday, April 13th at 6:30pm in the Senior Center for those who would like to attend. Mrs. Craver gave a brief overview of the Pindle Lake discussions.

XI. Adjourn/Executive Session: Motion by Mr. Brown to go into executive session at 9:05pm under MGL Chapter 39, section 23b, #3 and #6, seconded by Mr. Bacon. Roll call vote: Ms. Walker – aye, Mr. Bacon – aye, Mr. Brown – aye and Chairman Boria – aye. Chairman Boria stated that the Board will return to open session for the purpose of adjourning.

XII Next Meeting Announcement:

- Next Regular Selectmen's Meeting – April 21, 2009
- Annual Town Election – Saturday – May 2, 2009
- Annual Town Meeting – Monday – May 18, 2009

Respectfully submitted by:

Mary C. Devlin

Administrative Assistant

Accepted by:

Frederick C. Swensen, Chairperson (absent)

Peter J. Boria, Vice-Chairman

Kathleen W. Walker, Clerk

John R. Bacon, Member

Scott D. Brown, Member