



**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
July 17, 2007

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

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

*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 Brown called the meeting to order at 6:38pm with the pledge to the flag.

II. Consent Agenda:

- Chairman Brown read the agenda.
- Minutes of Selectmen's Regular Meeting – June 5, 2007. **Motion by Mr. Bacon to approve the minutes of June 5, 2007, seconded by Mr. Swensen, motion carries.**
- Minutes of Selectmen's Regular Meeting – June 19, 2007. **Motion by Mr. Bacon to accept the minutes of June 19, 2007, seconded by Ms. Walker, motion carries.**

III. Community Relations, Announcements and Open Forum:

- Chairman Brown read the announcements.
- Chief Cloutier introduced Danielle Robinson who was hired as the very first full time female FireFighter/Paramedic for the Town of Charlton. Town Clerk, Sue Nichols swore in Ms. Robinson to her official position.
- Recycling Committee – Certificate Award – Ms. Walker explained about the Recycling poster contest held a few weeks ago. The first place winner was Callie Mulcahy who is present tonight along with Nancy & Roland Jackson of the Recycling Committee and Ed Gauthier the Hazardous Waste Coordinator. A certificate and a book was presented to Ms. Mulcahy.

IV. Appointments/Resignations:

1. Police Department – Chairman Brown noted that this would be tabled until later this evening.
2. Grants Team – Brenda Pepka is seeking re-appointment. **Motion by Mr. Swensen to re-appoint Brenda Pepka to the Grants Team, seconded by Mr. Bacon, motion carries.**
3. Central Mass Regional Planning Commission - Michael Jacobs is seeking re-appointment for a one year term. **Motion by Mr. Bacon to re-appoint Michael Jacobs to the Central Mass Regional Planning Commission for a one year term, seconded by Mr. Swensen, motion carries.**
4. Assistant Wiring Inspector – Mrs. Craver noted that as approved by the Board previously, this position has been posted on cable and on the Town's website. Mr. Joseph J. Peters, Jr. is seeking appointment to this position. **Motion by Ms. Walker to appoint Joseph J. Peters, Jr. as the Assistant Wiring Inspector, seconded by Mr. Bacon, motion carries.**

V. Scheduled Appointments:

6:45pm – Pole Hearing – Bay Path Road. Chairman Brown opened the hearing by reading the notice as sent to the abutters. Sue Payne from Massachusetts Electric and Scott Burns from Verizon New England Inc. were present asking for permission to place one new jointly owned pole on the westerly side of Bay Path Road at a point approximately 230 feet southerly from the southerly sideline of Worcester Road at its intersection with Bay Path Road. Chairman Brown asked if there were any questions from the audience. Mr. Robert Lemansky came forward and questioned the placement of the pole. He has concerns due to a driveway that might be put in. After discussion, **motion by Mr. Bacon to continue the hearing until July 31, 2007, seconded by Mr. Swensen, motion carries.**

7:00pm – Anderson & Kreiger – Charlton Hill Village – Chapter 40B Development. Daniel Hill, a representative from Anderson & Kreiger came before the board on behalf of L & G, LLC to explain what the Charlton Hill Village Development is about. L & G, LLC acquired this land and interests that are the subject of a comprehensive permit issued on October 25, 2003. The original permit has lapsed and L & G, LLC would like to resubmit the permit for the Zoning Board's approval as a new comprehensive permit. The following steps have been taken towards re-filing:

- On May 16, 2007, Conservation granted an extension on the order of conditions for another three years;
- L & G has had discussions with Mass Housing to extend the project eligibility;
- L & G is preparing revised site plans for the project.

This project is designed to develop a 16 unit condominium consisting of eight two family homes. Two of which will be designated for Charlton residents. Mr. Bacon questioned the water/sewer due to the moratorium. The board thanked them for coming forward and providing the information.

#### VI. Old Business:

1. Proposed Re-Organization with Personnel Changes – Highway and Building Department. Under the recommendation of Town Administrator, Robin Craver, she is recommending a restructuring of the Highway and Building Departments by adding an Administrative Assistant for the Highway Department and an Administrative Assistant for the Building Department which should be changed to Building Inspectional Services. Should the Board approve this, the following steps need to be taken:

- Approve the job descriptions for Administrative Assistant – Inspectional Services at \$15.42/hr and Administrative Assistant – Highway at \$15.42/hr;
- Appoint Cheryl Fairbrother as Administrative Assistant – Highway;
- Appoint Nancy Shields-Swindell as Administrative Assistant – Building Inspectional Services

**Motion by Ms. Walker that per Mrs. Craver's recommendation from her memo dated June 28, 2007 be accepted, seconded by Mr. Swensen, motion carries.**

2. Electrical and Plumbing Inspection Fee Structures (see attached) **Motion by Mr. Bacon to approve the Wiring Inspector fees as recommended, seconded by Mr. Swensen, motion carries.** Gas & Plumbing Fees (see attached) **Motion by Mr. Bacon to approve the fees as submitted, seconded by Mr. Swensen, motion carries.**

#### VII. New Business:

1. Appointment of LSP Services – Highway Garage – Mrs. Craver noted that a proposal has been received from CMG for Environmental Services for the Highway Barn which includes LSP services as well as approximately 94 private water supply samplings at 27 sites for the upcoming year. A total budget amount not to exceed \$29,340 is proposed which is broken down to \$21,340 for testing and \$8,000 for LSP Services. **Motion by Mr. Swensen to appoint CMG**

**Environmental, Inc. for Environmental Services for the Highway Barn not to exceed \$29, 340, seconded by Mr. Bacon, motion carries.**

2. Health Insurance Plan – Section 125. Town Treasurer Keith Arsenault is requesting the Board allow him to establish a new plan regarding Health Insurance for part time employees not eligible to participate in the Towns health plan. This is a new State requirement that must be complied with. This plan, Section 125, allows employees to pay their health insurance with pretax dollars and is of no cost to the Town. **Motion by Mr. Swensen to establish the 125 plan for health insurance for employees not covered by the Town Insurance, seconded by Mr. Bacon, motion carries.**
3. Internet Use Policy/recommendation from Technology Committee recommending the Board add the following language to the existing policy for internet use: *section 6. The town provides employees their own email account for their office use and this account must be used for all town functions and business. Outside email accounts (i.e. Juno, AOL, Yahoo, etc) are prohibited.* A question was asked if this is to be used for all Boards and Commissions or jut employees? Mrs. Craver to refer to the Technology Committee for more information.
4. ID Badge Policy. The LEPC initiated the creation of an employee badge to identify town employees in case of emergency as well as provide a positive ID for those Town Officials who work in the field. The badges have been made and are ready to be distributed. Town Counsel has reviewed and approved the attached policy. LEPC has recommended changing the word “employee” to “staff”. **Motion by Ms. Walker to accept the policy with the recommended change from employee to staff, seconded by Mr. Swensen.** Mr. Brown would recommend that we define the word *employee* as a policy. Mrs. Craver to work on that policy. **Motion carries.**
5. Youth Commission. Mr. Swensen asked the board to consider forming a youth commission to consist of around 5 members appointed by this board and place the openings on the internet and cable. This commission would help promote activities for the youth of this town. Ms. Walker would like to have more clarification of what exactly this committee is and what it is charged with. **Motion by Ms. Walker to develop a description & duties of a Youth Commission, seconded by Mr. Bacon, motion carries.**

IX Town Administrator Report (see attached)

X. Other Business

XI. Adjourn/Executive Session: **Motion by Mr. Swensen to go into executive session at 8:14pm under M.G.L. Chapter 39, sec. 23 B, #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 and to return to open meeting for the purpose of conducting business, seconded by Mr. Bacon. Roll call vote taken: Ms. Walker – aye, Mr. Bacon – aye, Mr. Swensen – aye and Chairman Brown – aye.**

The Board reconvened to open session at 9:31pm to discuss the Police Department request for a fifth sergeant. Chief Pervier noted that on May 22, 2007, the Board approved his request for this position. Based upon the recent sergeant’s interview and selection process conducted on April 25, 2007, he is recommending the Board appoint Patrolman Daniel P. Dowd to the fifth sergeant position. **Motion by Ms. Walker to appoint Daniel Dowd to the Sergeant’s position as recommended, seconded by Mr. Bacon, motion carries. This position is effective 7/1/07.**

**Motion by Mr. Swensen to adjourn at 9:34pm, seconded by Mr. Bacon, motion carries.**

XII. Next Meeting Announcement:

- Next Regular Selectmen's Meeting –July 31, 2007

Respectfully submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

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Peter J. Boria, Chairperson (absent)

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Scott D. Brown, Vice-Chairman

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Kathleen W. Walker, Clerk

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John R. Bacon, Member

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Frederick C. Swensen, Member