



Submitted by _____

Date _____

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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
August 25, 2009

Present: Vice-Chairperson – Kathleen W. Walker, Clerk – Scott D. Brown and Member – Peter J. Boria. Also present, Town Administrator - Robin L. Craver. Absent: Chairman – Frederick C. Swensen and Member – David M. Singer.

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-Chairperson Walker called the meeting to order at 6:30pm with the pledge to the flag.

II. Consent Agenda:

1. Approval of Regular Minutes – August 11, 2009. **Motion by Mr. Brown to approve the minutes of August 11, 2009, seconded by Mr. Boria, motion passes**

III. Community Relations, Announcements and Open Forum:

- Jeanette Casey, Finance Officer for the American Legion thanked the members of the Board for helping to supply the funding for the use of the grange hall and for supporting the legion. She then read a letter about the Grange Hall. (see attached) The Charlton Community Interest was developed and signed a long term lease with the Grange. In lieu of the rent, the Community Interest agreed to care, maintain and pay insurance on the building. She also mentioned that the furnace died after being in service for fifty years. The replacement cost is \$5,592.85. As this is the only affordable space in Charlton open to everyone, they are looking for any grants or donations to help fix the furnace.
- Vice-Chairperson Walker read the announcements.

IV. Appointments/Resignations:

Mrs. Craver stated that we have received three letters of appointment:

- Clarence Bachand – Veterans Grave Marker – expiration date June 30, 2010
- Peter Parker – Memorial Day Committee – expiration date June 30, 2010
- Chris Kowalski – Energy Committee – ad hoc/no expiration date

Mrs. Craver also stated that the Board recently formed an Energy Committee in order for the town to qualify for grants being offered by Renewable Energy Trust. This committee must be made a permanent committee and the Board must also decide the term of such appointment, therefore if the Board is in approval, an article will be placed on the special town meeting for such purpose.

Motion by Mr. Brown to make those appointments as presented, seconded by Mr. Boria, motion carries unanimously. Mrs. Craver will put a recommendation together for this and bring it back to the board during discussions of special town meeting.

V. Scheduled Appointments:

6:45pm – Fay Mountain Farm – Armand Bessette explained that there is a group called the Friends of Fay Mountain Farm and their goal is to try and get the farm back into what it was before. As a group, they are looking to get a viable option to get people interested in taking over the farm in conjunction with Conservation and this board. Right now, there are three parties interested. What the friends of Fay Mountain Farm are looking for is to ask the board to attend the next Conservation meeting on September 2, 2009 to help move this along.

7:00pm – Sewer Interim note – Town Treasurer Keith Arsenault stated that Bond Counsel has issued a preliminary opinion which allows the sewer plant expansion project to move forward. The original estimate for the project approved by town meeting vote in March of 2007 was \$3,298,453. The reduced project cost and minimal interest cost are both favorable. Therefore, he would respectfully ask the Board to vote to accept the interim loan from the Trust in the amount of \$2,559,255 at an interest rate of .37%. **Motion by Mr. Boria to approve and accept the note that's in front of us, seconded by Mr. Brown, motion passes unanimously.**

VI. Old Business:

1. Municipal Building Committee – Curt Meskus was present and gave an update on the negotiations with Deerlin Van Vos who is the designer that was selected and recommended to the Board for designer services for architectural access to the building. Discussion with the architect for complete architectural access to the building estimate was well over \$1,000,000. The second option was compliance with the transition plan to make the building completely accessible with an estimate of \$300,000. Discussions are still being held and the committee is trying to get the architect to come back with a fee of no more than \$50,000 for what we need.
2. Town Administrator Performance Evaluation – A draft policy has been provided by the Town Administrator. Mrs. Craver stated that in conversations with some of the members, it was suggested to take categories and put them in simpler form. (see attached) Ms. Walker would recommend a few changes. Paragraph 3, change the word interviews to discussions. First paragraph, it states the review would be in September, why would we wait so long to evaluate for a previous year. Mrs. Craver stated that next year it could be changed but this year it's in there because the evaluation is being done now. Change the word "commitment" to "intention". Category #4, definition for general management. #5 separate "community relations" and "interdepartmental relations". **Motion by Mr. Boria to approve the evaluation that's in front of us with the following changes: #2 changing the word commitment to intention, #3 changing the word interviews to meetings and category below, #5 to be two different items, and #6 to become #7, seconded by Mr. Brown, motion carries unanimously.** Ms. Walker also asked for a list of definitions.
3. Audit Award - Mrs. Craver stated that the Board appointed an audit review committee comprising of the Town Accountant, Town Treasurer and herself to review the proposals submitted by three firms. The recommendation is to ask the Board to award the contract to Bill Fraher, CPA to continue as Charlton's auditor for one year with a two year option for the following costs: FY09 - \$17,500; FY10 - \$18,000; FY11 - \$18,500. **Motion by Mr. Brown to approve the request, seconded by Mr. Boria. Motion carries unanimously.**

VII. New Business:

1. Special Permit Application – Harrington Hospital – Mrs. Craver stated that the Planning Board will be holding a public hearing on September 2, 2009 for the above site plan application submitted by Diversified Sign Company on behalf of Harrington Hospital for approval to erect a 60 square foot freestanding sign for property located at 10 North Main Street. Should the board wish to provide comments on the application, we must notify the Planning Board no later than August 27, 2009. No comments by the Board.

2. One Day Special License request – Old Home Day/Authors event – Brent Sellew stated that the request for the special license is presently under the Old Home Day Committee. This license needs to be put under Charlton Orchard’s name because of the insurance needed. Ms. Walker stated that originally they thought it would have to be the Old Home Day as the sponsor but due to insurance requirements, they can’t do it. She would ask the Board to consider approving the special one day license for Charlton Orchards to be used on September 6th from 7-10 in Dexter Hall at the Library. **Motion by Mr. Boria to approve the special license for Charlton Orchards for September 6th from 7 – 10pm in Dexter Hall for 100 people for wine only as long as the correct paperwork is submitted, the people serving are TIP certified and no alcohol be served to persons under 21, seconded by Mr. Brown, motion carries unanimously.**

VIII. Town Administrator Report: Mrs. Craver reviewed her report. (see attached)

IX. Other Business:

Special Town Meeting calendar – Mrs. Craver asked the Board if they would approve the schedule she provided for the upcoming Special Town Meeting. **Motion by Mr. Brown to approve the calendar as presented, seconded by Mr. Boria, motion carries unanimously.**

Mrs. Craver stated that we received a notice today from the MMA regarding the contest for 6th graders and responsible leadership. She spoke with Mr. Gilrein and he would like to participate. **Motion by Mr. Boria that we participate in the MMA 6th grade contest, seconded by Mr. Brown, motion carries unanimously.**

X. Adjourn/Executive Session: **Motion by Mr. Boria to adjourn at 7:24pm, seconded by Mr. Brown, motion carries unanimously.**

XI Next Meeting Announcement:

- Next Regular Selectmen’s Meeting – September 8, 2009

Respectfully submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

Frederick C. Swensen, Chairperson (absent)

Kathleen W. Walker, Vice-Chairman

Scott D. Brown, Clerk

David M. Singer, Member (absent)

Peter J. Boria, Member