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Submitted by MCD
Date 5/10/17
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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – April 25, 2017

Present: Chairman – Joseph J. Szafarowicz, Clerk – David M. Singer and Members - Frederick C. Swensen and Cynthia B. Cooper. Also present: Town Administrator - Robin L. Craver. Absent – Vice-Chairman – John P. McGrath and Student Selectperson – Kylie Chupka.

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

II. Consent Agenda:

I. Minutes of Selectmen's Regular Meeting – April 11, 2017. **Motion by Mr. Swensen to approve the minutes of April 11, 2017, seconded by Mrs. Cooper, motion passes.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Rob Lemansky, 157 Sunset Dr. came forward. He stated that he is here this evening to discuss an issue that was voted on by the Water/Sewer Commission last night relative to the ACO. Chairman Szafarowicz informed Mr. Lemansky that item #4 under New Business is regarding the Administrative Consent Order and would ask to keep all discussion on that item to when it is brought up. Mr. Lemansky stated that the reason he wants to do this now is to make a statement, then he is leaving. Chairman Szafarowicz stated that he had one minute. Mrs. Cooper recused herself from the table. Chairman Szafarowicz stated that we have an appointment at 6:45pm. Mr. Lemansky stated that what the board has is open forum and by the clock, he has at least six minutes. He said the ACO is between four parties, the State of Massachusetts, the Town of Charlton, the Town of Southbridge and Casella Waste and/or Southbridge Recycling Disposal Park. He thinks that Charlton being one of the four parties, will be the first to sign off on the ACO and has the least to do with it. He explained that an ACO is usually between an authority and someone with a violation. He said one issue that maybe coming out is the Southbridge landfill going to expand? That is undetermined at this time. He feels that any vote by the Selectmen would be premature at this time until we know that answer. He said we don't have any financials from either party to back up the amount they are about to pay. He feels it's important to know if these people are going to be able to pay in order for these people to be relieved for the harm that has come to them. The Water/Sewer Commission found out yesterday that the six million dollar grant that was issued to Southbridge a few years ago, the state is planning on using one million dollars of those funds so it's costing Charlton a million dollars for this deal to happen. Charlton will be paying one million of Casella's portion. Chairman Szafarowicz explained that the six million that we are getting from the state because the state controls that money, just to be clear, Charlton taxpayers are not paying any of that money. Mr. Lemansky stated that an additional purpose to not signing this yet is when you turn the clock back to 2008, we never got what was entitled to us from the agreement of the Dick Tracy nose deal. He would plea with the board to reconsider

passing this ACO and wait for the other parties to come to a conclusion. Mr. Lemansky thanked the board. Mrs. Cooper returned to the table.

IV. Appointments/Resignations:

V. Scheduled Appointments:

6:45pm – Transfer of Class I license – Patriot Buick GMC to McGee Buick, GMC, Inc. Mr. McKay and Mr. Slamin came forward. Mrs. Craver stated that attached is a request for a transfer of a Class I license from Patriot Buick, GMC to McGee Buick GMC, Inc. 104 Sturbridge Road, Charlton, MA. This request was forwarded to the Building Commissioner, Police Department and Conservation Commission for review. Conservation and the Police are fine with the request. Building Commissioner Meskus has reviewed the application and site plan. The application requests 500 new and used cars which is in excess of the number of cars the site can reasonably accommodate. He is recommending the requested license be issued with the following conditions:

- The total number of cars on the property be limited to 300.
- Cars will not be displayed in front of the retaining wall on state highway property.
- All signs, banners and advertisements will comply with the Town of Charlton sign bylaw §200-5.6

All paperwork has been completed. The Chairman should open the public hearing by reading the notice as placed in the paper. She would recommend the Board approve the transfer of license as requested with the stipulations recommended by Building Commissioner Meskus. Chairman Szafarowicz opened the hearing by reading the public hearing notice and declared the hearing open at 6:47pm. He asked Mrs. Craver if we received any notifications and the answer was no. Mr. McKay introduced himself as the owner of McGee Buick, GMC, Inc. and said he lives in Monson, MA. Mr. Slamin, General Manager of McGee Buick and he lives in Bellingham. Mr. McKay asked about the 500 car number. He's not sure where it came from. Curt Meskus, Building Commissioner came forward and said that number is what was on the application. Mr. McKay asked how the recommendation for the total number of cars was given. Mr. Meskus stated that he went by the site plan submitted. Mr. Meskus was asked if the number in the future could be changed and he said that it could with a site plan if it's allowed. With no further discussion, **motion by Mr. Singer to close the hearing, seconded by Mrs. Cooper, motion passes. Hearing closed at 6:53pm. Motion by Mr. Singer to approve with the stated stipulations, seconded by Mrs. Cooper, motion passes.**

VI. New Business:

1. Highway Materials Bid Award. Mrs. Craver stated that Highway bids were received and opened on April 6, 2017 at 11:00a.m. After review of the bids, Highway Superintendent Foskett is recommending the awards as follows:
 - Item 1: Bituminous Concrete, Type I in place at \$63.96 per ton to Mass Broken Stone Company, 332 Sawyer Hill Road, P.O. Box 26, Berlin, MA 01503. Last year's bid was awarded to Mass Broken Stone in the amount of \$61.90 per ton.
 - Item 2: Full-Depth Pavement Reclamation and the application of 1.0 gallons of Liquid Calcium Chloride per square yard at a cost of \$2.12 per square yard to All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375. Last year's bid was awarded to All States Asphalt, Inc. at 2.01 per square yard.
 - Item 3: Stone Seal at \$2.15 square yard, Double Stone Seal at \$4.00 square yard and Asphalt Rubber at \$3.20 square yard to All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375. Last year's bid was awarded to All States Asphalt, Inc. for Stone Seal at \$2.12 square yard, Double Stone Seal at \$3.95 square yard and Asphalt Rubber at \$3.15 square yard.

She would agree with Mr. Foskett and recommend the Board award the bids as stated.

Motion by Mr. Swensen to approve as recommended, seconded by Mr. Singer, motion passes.

2. Request for Toll Road – Charlton Lions Club. Mrs. Craver stated to please find attached a letter from the Charlton Lions Club requesting permission to hold a toll booth at the intersection of Rt. 31 and Masonic Home Road on Saturday, May 6, 2017, (rain date – May 20, 2017) from 9:00am – 1:00pm. This event is being held to raise money to support Mass Lions Eye Research and other community causes. This request was also forwarded to Chief Charette who is in support of the toll booth contingent upon the following safety precautions:
 - o All volunteers must wear bright colored vests;
 - o 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;
 - o 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.

Motion by Mr. Singer to approve the request with the safety precautions outlined in the memorandum, seconded by Mrs. Cooper, motion passes.

3. Special Permit Application – Hauge Reduced Frontage Lot. Mrs. Craver stated that attached is a special permit application submitted to the Planning Board by DC Engineering & Survey, Inc. on behalf of Peter Hauge, Jr., 92 Stevens Park Road, Charlton, MA 01507 for approval of one (1) proposed 6.22 acre reduced frontage residential lot for the purpose of constructing a residence on property located westerly off of Dresser Hill Road. (Assessors Map 52, Block A, Parcel 2) Said property is zoned Agricultural (A). The Planning Board will be holding the application public hearing at their meeting on May 3, 2017. You are asked to review the application and submit comments, if any, no later than April 26, 2017. No comments.
4. Administrative Consent Order – Casella Waterline. Mrs. Craver stated that as you know, she, Joe Spiewak (representative from WS), John McGrath (BOS), Jim Philbrook (BOH) have been meeting via phone conferences with Commissioner Martin Suuberg from the Department of Environmental Protection, Town of Southbridge and Casella in order to develop an Administrative Consent Order (ACO) that requires and funds the installation of a waterline to homes with contaminated wells on H. Foote, Berry Corner and Eleanor Roads. The estimated cost for the waterlines are approximately \$10,000,000 and 50% would come from Casella and 50% from State funds including up to \$1,000,000 from a six million earmark in a bond bill for Charlton from 2014. Once the waterline is completed, it will be turned over to the Town of Charlton. The ACO requires the Town of Southbridge to construct the waterline and is providing \$20,000 to Charlton for engineering oversight. The Town of Charlton would facilitate the building of the pump station on Rt. 169, which is the responsibility of ExxonMobil under their ACO. The Town of Charlton commits to purchasing land for the pump station within 90 days. There are two possible sites. She will be glad to answer any questions and ask that the Board vote to approve the ACO and authorize her to sign on the board’s behalf. The Water/Sewer Commission met last night and voted to approve. Chairman Szafarowicz stated that Mr. Lemansky spoke on a few points during open forum. Mrs. Cooper recused herself at 7:00pm. Chairman Szafarowicz asked how much of the six million have we used and are we in danger. Mr. Singer clarified that Mr. Lemansky was speaking on behalf of himself and not as a representative of Water/ Sewer Commission. Mrs. Craver stated that the six million dollars is a bond bill and the state has it. We are working on a master plan which is one of the requirements needed. She thinks in doing this, it benefits the town if we complete what is needed. Mr. Singer added that this will get us closer to clean water. Mr. Swensen stated that this environmental bond has been hanging out there for a few

years now. He doesn't see an issue of committing one million of that to ensure the residents have clean water and it's a good investment. He said it reads up to one million in the agreement. What determines the amount? Mrs. Craver said there is a 50/50 payment between Casella and the state. They may use their bonding and not use the money but we can have a conversation with them. Mr. Singer clarified that it's our money and he would like to see it come back to the town. **Motion by Mr. Singer to approve the ACO and authorize the Town Administrator to sign, seconded by Mr. Swensen.** Mr. Swensen asked Mrs. Craver if Casella has seen this and have bought into it and she said yes. She said there has been a lot of versions going back and forth. She stated that Joe Spiewak did a very good job on representing the Water/Sewer Commission. She also stated for that million, we are getting a ten million waterline. She would also like to thank John Jordan and the residents that are affected up there. One of the requirements that Southbridge had a concern about was that there would be enough hookups to make the water viable. The residents stepped up to the plate and were very active. Mrs. Craver stated that Southbridge approved this as well. Chairman Szafarowicz thanked Mr. Spiewak for his work on this as last night was his last night on the Water/Sewer Commission. **Vote on motion: motion passes.**

5. IMA amendment relative to adding Casella Waterline. Pursuant to the previous subject, since we are adding waterlines to the IMA with Southbridge regarding water, we propose the attached amendment. The amendment addresses the following:
 - o Southbridge will construct an extension of the public water system into Charlton described as the "Waterline" in the ACO and under and in accordance with the terms and conditions set forth in the ACO.
 - o Southbridge will include in its bid package for the Waterline a requirement that the contractor provide a one-year warranty on its work. Southbridge's written contract with its contractor for the construction of the Waterline also will include a one-year warranty, which will be transferable to Charlton upon completion of the Waterline.
 - o Charlton shall waive all fees for road opening permits for the benefit of Southbridge and/or its contractors to complete the installation of the Waterline.
 - o Upon completion of the Waterline, Southbridge shall transfer the infrastructure as located in Charlton to Charlton. After such transfer, all title and ownership in the Waterline shall be vested with the Town of Charlton.
 - o The provision in Section 2.1.H. that "Charlton shall pay Southbridge for any water usage required for flushing of water lines in Charlton to ensure water quality, including maintaining an acceptable chlorine residual in the service areas" shall not apply to the Waterline. Southbridge shall not charge Charlton for water usage required for flushing the Waterline.
 - o Southbridge is authorized to pursue any available means to finance the design and construction of the Waterline in Charlton, as described in the ACO, including incurring debt in accordance with MGL c. 44, §8 or any other available authority. Southbridge shall not transfer the obligation for any such debt to Charlton.

By execution of this Amendment, the Parties acknowledge and recognize that there is a dispute between them concerning the meaning of certain provisions in the Agreement relative to Millennium Power Partners, L.P. and whether it qualifies as being a "Customer in Charlton", and the determination of "Annual Retained Earnings" or "Retained Earnings." (the "Disputes"). The Disputes are the subject of mediation and this Amendment is entered without prejudice or waiver of any rights of either Party relating to the Disputes.

She would recommend that the board vote to approve the 1st Amendment to the Southbridge Water IMA. **Motion by Mr. Swensen to approve, seconded by Mr. Singer. Mrs. Craver stated that the Water/Sewer Commission voted to approve this last night.** Mr. Swensen thanked every party involved in facilitating this. **Vote on motion: motion passes. Motion by**

Mr. Swensen to authorize the Town Administrator to sign, seconded by Mr. Singer, motion passes. Mrs. Cooper returned to the table at 7:15pm.

VII. Old Business:

1. 508 Beverage LLC – Special Liquor License – review of events from April 22, 2017. Mrs. Craver stated that at the Board's April 11, 2017 meeting, the above requested licenses were approved. It was requested to place this item on the agenda to discuss how the event went and if there were any issues that need to be addressed. Representatives from 508 Beverage, LLC will be present. We have asked both the Fire Chief and Police Chief if they could attend and if not, to submit their comments in writing. Chief Charette, Ed Knopf and Russ Jennings came forward. Chief Charette stated that there were approximately 600 – 800 people at the event and he is happy to say that after speaking with the shift supervisor, everything went off very well. There were no concerns on the police end. Deputy Ed Knopf said there was an EMS detail there. There was only 1 individual transported from there. The inspector went up in the morning to make sure everything was in order and there were no issues. Chairman Szafarowicz said he had a letter from Ron Charette that he would like to read before Mr. Jennings which read: To the honorable board, I am currently at ZBA. I just want to report from Saturday's opening of 508. From what I observed, there were no problems on Brookfield Road as result of the alcohol permit issued for the day, Ronald Charette, April 25, 2017. Chief Charette said at his request, he spoke with Sturbridge as an abundance of caution for traffic. The officers on that end thought the event hadn't started because they hadn't heard anything. Mr. Jennings said they are pleased to hear all the good reports and thanked the town for working with them. He invited everyone out in the future. He said for each event, they have a charitable partner and would ask for the board to help them present a check to the Leo's club. Amber Howard, Chief Grand Officer came forward to present the check. Ms. Howard thanked the Leo Club for their help. She said this is a new club and is hoping the check would help them. Mr. Swensen asked if a member of the Leo's club, because they are a new club, could explain what the Leo's club is. Spencer Courville came forward. He said he joined the Leo's because he wants to help the community any way they can. They raise money for charities and have earned \$300 so far. Every dime they raise, they plan to have an empty account at the end of every year. For more information, on the Lions Website, there is a page for the Leo's. Mr. Swensen thanked them for their help and to 508 for recognizing this new group.
2. Annual Town Meeting – approve warrant for posting. Mrs. Craver stated that attached is the annual town meeting warrant for the board's review and approval. She needs to have the warrant posted by April 27, 2017 and would ask the Board to finalize it tonight. It was stated that the Board has already reviewed this article by article. **Motion by Mr. Swensen to approve the town meeting warrant and authorize the posting, seconded by Mrs. Cooper, motion passes.** Mrs. Craver said there may be one change she is waiting on from Water/Sewer. They have a job description for Water/Sewer Superintendent. They have it ranked as a 8 and the Personnel Board has it as an 9, so it will be changed to a 9. It's Article 14. **Motion by Mr. Swensen to amend Article 14, the Water/Sewer Superintendent Grade as a 9, seconded by Mr. Singer, motion passes.** Mrs. Craver stated that at the next meeting, she will have a draft warrant with motions.

VIII. Committee Report

IX. BOS Policy Review

X. Student Selectperson Report: not present

XI. Town Administrator Report: Mrs. Craver reviewed her report.

XII. Other Business:

1. Police Chief Assessment Center – RFP. Chief Charette came forward. Mrs. Craver stated that she has given the board an RFP for a Police Chief Assessment Center to review and approve. This is basically going out for consultant services. She has worked with the HR Director and Chief Charette has reviewed it as well. The board will need to form a committee when ready. You will be able to make an informed decision based on cost and the assessment center. The consultant would be responsible for putting together the assessment panel but we would be able to approve it so it meets the quality you need. Mr. Swensen asked Chief Charette his thoughts. Chief Charette said it's very well done because it does give you some choices and gives you the flexibility to go the direction you want. Mr. Swensen asked Chief Charette if he had any thought on how many proposals we could expect back? Chief Charette said there are 20 or so companies accepted by HRD but typically what he has seen throughout the state is there are 6 or 10 that do the bulk of that work. Mr. Singer wanted to clarify that we are only talking about the RFP and not the search committee. Chairman Szafarowicz stated that was correct and asked that that be on the next agenda. Mrs. Craver said it would be good if we could get direction so we can advertise the openings. Mr. Swensen asked how many people are typically on a search committee? Chief Charette stated that the basic format civil service has always done however the exam is done, they will provide a list and you will end up with the top 3 scores. Once that's done, there is usually between 3 and 5 people that do the final interviews. Mr. Singer stated for a search committee stand point, normally we do two members of the board of selectmen, one or two citizens. Chief Charette said it's usually one or two elected officials, it's not bad to keep a citizen on there but you should keep the professionals involved who have been through the process so you know what your looking for. Mrs. Craver would recommend the HR Director be part of it. She would also recommend two Board of Selectmen, the Fire Chief, the Town Administrator and people at large. Mr. Swensen would ask that we invite our HR Director to our next meeting and post this discussion as an agenda item. Chairman Szafarowicz asked if we could advertise at least one citizen at large. **Motion by Mr. Swensen to approve the RFP and authorize the Town Administrator to make it public and start the process, seconded by Mr. Singer, motion passes.**

X. Adjourn/Executive Session: **Motion by Mr. Swensen to enter into executive session at 7:38pm under MGL c. 30A, sec 21, #3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body regarding the Southbridge IMA, Casella Landfill, Highway Union, Fire Union, Clerical Union and an Employee lawsuit and Town Administrator contract and #6 – to consider the purchase, exchange, lease or value of real estate regarding Southbridge IMA dispute and pump station land purchase – strategic process, approval if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mrs. Cooper.** The chair does declare that an open meeting may have a detrimental effect on the negotiating position of the public body. **Roll call vote taken: Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer – aye and Chairman Szafarowicz – aye.**

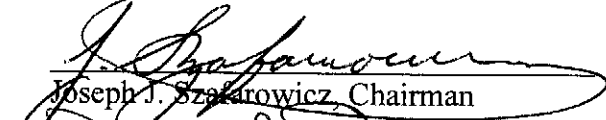
Motion by Mr. Swensen to adjourn at 7:45pm, seconded by Mr. Singer, motion passes.

XI. Next Meeting Announcement:

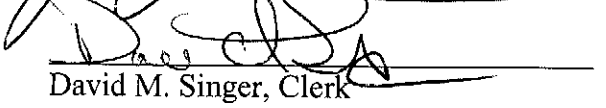
- Next Regular Selectmen's Meeting – May 9, 2017

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:




Joseph J. Szakowicz, Chairman



David M. Singer, Clerk

John P. McGrath, Vice-Chairperson (absent)



Cynthia B. Cooper, Member

Frederick C. Swensen, Member

TOWN OF CHARLTON
OFFICE OF THE TOWN ADMINISTRATOR
37 Main Street
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Phone: (508) 248-2206
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TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator
DATE: April 19, 2017
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 4/25/17

Appointment – Health Agent – Jim Philbrook our Board of Health Agent has retired from his position in Southbridge. Retirement prohibits him from earning more than \$45,000 annually per calendar year. I have worked with him on an agreement to keep his position for the town. He will work in a part time capacity as Charlton's Health agent with the same duties as previously performed. He will be an exempt salaried employee earning a weekly rate of \$656.50 for the remainder of FY17. For his willingness to be available to serve the community in time of crisis, he will be provided with a one time stipend of \$1,313. He will not receive any benefits such as vacation or sick and will not be eligible to continue paying into the retirement system. He is eligible for benefits as a part time employee which includes access to health, dental, disability and life insurance.

Appointments – With our new Treasurer/Collector Joanne Savignac here, the Treasurer/Collector offices have been combined. Monique Murray has been appointed as the Assistant Town Treasurer and Monica Redmond has been appointed as the Assistant Human Resource Director.



**TOWN OF CHARLTON
OFFICE OF THE TOWN ADMINISTRATOR**

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Robin L. Craver, Town Administrator
robin.craver@townofcharlton.net

April 19, 2017

James Philbrook
13 Paxton Road
Spencer, MA 01562

Re: Appointment – Health Agent

Dear Mr. Philbrook,

Thank you for your continued interest in fulfilling the role of the Town of Charlton's Health Agent after your retirement from Southbridge. You have proven to be an asset to the Town of Charlton in your dedicated and professional service as the Health Agent. The Town would like you to continue your service.

As discussed the limits of your retirement prohibit you from earning more than \$45,000 annually per calendar year from your re-employment. Please contact Southbridge Retirement Board with any further questions regarding the parameters of your pension. Because you were contributing to Worcester Regional Retirement, you must also be off the payroll for two full weeks from the official date of resignation (retirement).

The terms of the agreement between the Town of Charlton and yourself are as follows:

1. You will work in a part-time capacity as the Town of Charlton's Health Agent with the same duties as previously performed.
2. You will be an exempt salaried employee earning a weekly pay rate of \$656.50 for the remainder of FY17. For your willingness to be available to serve the community in time of crisis a one-time stipend of \$1,313 will be issued your first week.
3. You will not receive any benefits such as vacation or sick time and will not be eligible to continue paying into the retirement system. You will however contribute to an OBRA plan.
4. You will be eligible for benefits as a part-time employee. This includes access to health, dental, disability and life insurances.

If you wish to accept the position, please sign the bottom of this form and return it to the Human Resources office for processing. If accepted you shall start the new position April 17, 2017 barring any unforeseen emergencies. Again we are pleased you are interested in remaining in the position of Health Agent.

Sincerely,

Robin L. Craver, Town Administrator

I, James Philbrook, accept the appointment as presented in this letter.

SIGNATURE: James Philbrook

DATE: 4/19/17

CC: Personnel File
Board of Selectmen
Town Accountant
Board of Health



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OFFICE OF THE TOWN ADMINISTRATOR**

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Robin L. Craver, Town Administrator
robin.craver@townofcharlton.net

April 19, 2017

Monica Redmond
30 Wigwam Hill Drive
Worcester, MA 01605

Re: Appointment – Human Resources Assistant Director

Dear Ms. Redmond,

Thank you for your interest in the position of Assistant Human Resource Director for the Town of Charlton's new Human Resources department. You have proven to be an asset to the Town of Charlton in your previous position of Assistant Treasurer for the Treasurer's Office providing some of the same services. The Town would like you to continue your service by offering you this new role. You will keep your seniority date of 10/28/13 along with all applicable leave accruals.

The position is for 22 hours per week at a rate of \$19.26 per hour. The position falls in the N5 grade on the Non-union Classification Plan pending review of the Personnel Board. This is a non-exempt, non-union position covered under the Personnel Bylaws. There will be a six-month probationary period as per the Personnel Bylaws for this new appointment. Should the Clerical and Administrative Union negotiate a retroactive pay increase for time worked while you were a member of the union, the Town will honor that pay increase retroactively and maintain you at the final applicable pay rate.

If you wish to accept the position, please sign the bottom of this form and return it to the Human Resources office for processing. If accepted, you shall start the new position April 24, 2017. Again we are pleased you are interested in remaining with the Town in the new role of Assistant Human Resource Director.

Sincerely,

Robin L. Craver,
Town Administrator

I, Monica Redmond, accept the appointment as presented in this letter.

SIGNATURE: _____

DATE: _____

4/20/17

CC: Personnel File
Board of Selectmen
Town Accountant



**TOWN OF CHARLTON
OFFICE OF THE TOWN ADMINISTRATOR**

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Robin L. Craver, Town Administrator
robin.craver@townofcharlton.net

April 19, 2017

Monique Murray
105 Ramshorn Road
Charlton, MA 01507

Re: Appointment – Assistant Treasurer

Dear Ms. Murray,

Thank you for your interest in the position of Assistant Treasurer for the Town of Charlton's new Treasurer/Collector combined department. You have proven to be an asset to the Town of Charlton in your previous position of Administrative Assistant for the Collector's Office. The Town would like you to continue your service by offering you this new role. You will keep your seniority date of 5/23/16 along with all applicable leave accruals.

The position is for 38 hours per week at a rate of \$19 per hour. This is a non-exempt position covered under the Clerical Union. There will be a three-week probationary period as per the union contract for this new appointment. The work schedule is Town Hall hours of operation Monday, Wednesday and Thursday 7:30 a.m. to 5 p.m. and Tuesday 7:30 a.m. to 7 p.m., with a 30 minute unpaid midday lunch break each day.

If you wish to accept the position, please sign the bottom of this form and return it to the Human Resources office for processing. If accepted you shall start the new position April 24, 2017. Again we are pleased you are interested in remaining with the Town in the new role of Assistant Treasurer.

Sincerely,

Robin L. Craver,
Town Administrator

I, Monique Murray, accept the appointment as presented in this letter.

SIGNATURE: _____

Monique Murray

DATE: _____

April 19, 2017

CC: Personnel File
Board of Selectmen
Town Accountant
Treasurer/Collector