



Town of Paxton
Board of Selectmen
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 – phone (508) 797-0966 – fax
dparsons@townofpaxton.net

TA search committee

Thursday, February 3, 2022

Meeting Location: John Bauer Senior Center 17 West Street, Paxton, MA 01612

Members Present: Julia N. Pingitore, Chair
Erin Ottmar, Member
James Lang, Clerk
Glenn Sullivan, Vice Chair
Richard Bedard, Member

Carol Riches, Town Administrator

The Chair called the meeting to order at 7:02pm.

Virtual Public Hearing

No one in attendance.

Meeting Minutes

- **Motion (GS) seconded (JL) will approve at the next meeting Unanimous all in favor. Roll call James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Erin Ottmar – yes, Julia Pingitore – yes.**

Complete candidate / community profile

Julia Pingitore – Presented the profile as it is so far.

Richard Bedard - Recommended that under the heading, how to apply, we can put a timeline for the application process.

Glenn Sullivan – Recommended a paragraph on the salary and schedule like the example that the Town of Rutland has and put that just above how to apply.

Julia Pingitore – What email do we want people to send their resumes to?

Carol Riches – Typically it would be either the Committee Chair, the Executive Assistant or the outgoing Town Administrator. You want just one person to collect everything.

Erin Ottmar – I would recommendation that a cover letter is required. Cover letters can be very telling and provide more insight to the person than just a resume can.

Julia Pingitore – Lets have the resumes sent to Donna Parsons.

Erin Ottmar – Can we change the colors of the chart?

Julia Pingitore – Yes, that can be adjusted.

The Committee broke down the Town Administrators challenges into categories. ***Financial Management*** and ***Infrastructure Improvement***. Were the first categories to be established.

Erin Ottmar – Infrastructure and grants. I see those as two common themes on the list Carol provided. Inquired with Carol as to how much of the infrastructure improvements come from the budget versus grants?

Carol Riches – It varies. Water infrastructure comes from the Water Enterprise Fund. The Town Hall for example, would come from the town budget and perhaps some would come from a grant. The roadways come from chapter money and road stabilization fund. Fire equipment we try to get as much from a grant if possible. It really depends on the project as to where you can get funding.

Erin Ottmar – What ability do we have to get money beyond taxes? There are currently no house for sale in Paxton right now.

Carol Riches – This would be where a planner would fit in, and they could go for the grants. That challenge was put forward to the Business Bylaw Committee. That is a definite challenge to find someone that can work on finding other sources of revenue other than residential taxes.

Glenn Sullivan – We need some creativity to find a way to take the tax burden off the residential tax.

Richard Bedard – Inquired if there was anything with the audit findings that would be listed as a challenge.

Carol Riches – No, they have not provided any challenges for the Town. However building on our financial reserves is a challenge. We need to keep the Town from being dependent on free cash and make the town more financially stable.

Julia Pingitore – The next category would involve ***Stormwater Management***.

Erin Ottmar – Should we state that the Town does not have a Town Planner so this will fall on the new Town Administrator?

Julia Pingitore – We can add a category for ***Town Planning***.

Richard Bedard – Should the Business Bylaw Committee fall under this?

Carol Riches – Yes, that is the intent of that Committee. I would like to see a full review of the zoning bylaws.

Carol Riches – Review the Master Plan to find funding, update and implement.

Julia Pingitore – Next Category is ***DPW Facility Replacement / Refurbishment***.

Erin Ottmar – How much of your position ties into working with the school committee in setting their budget? This could fall under the category ***School***.

Carol Riches – The Wachusett Regional School District Town Administrators work together to have a force with the school. There is a relationship with the Town Administrators and the management with the school district.

Richard Bedard – What is the Town Administrators responsibility for the upkeep of Paxton Center School?

Carol Riches - Anything above \$35,000 is the responsibility of the Town and goes onto the capital plan.

Richard Bedard – Inquired if there was anything on the horizon for projects for Paxton

Center School?

Carol Riches – Not currently, but the septic system may be the next large improvement.

Carol Riches - Under salary and schedule my recommendation would be to say 90+ and negotiable. You must stay with the current budgeted salary for the remainder of FY22.

Richard Bedard – Where should candidate questions be sent to?

Carol Riches - They should be sent to Donna Parsons.

Julia Pingitore – I would like to see the position posted on February 14th. That gets us through the survey on the February 9th and then we can finalize the profile on February 10th and post it immediately thereafter. I suggest that we leave the posting up for two week and then reopen it if we do not get enough candidate. Resumes should be submitted by February 28th.

James Lang - For candidate that we are not interest in, do we need to respond as to why we did not select them?

Carol Riches - No you do not. You will whittle it down to a number that you want to interview and then put forward the final candidates to the Select Board.

Julia Pingitore – My suggestion would be to move forward at least three candidates to the Select Board.

James Lang - Do we give any input on the candidates we put forward?

Carol Riches – No, they go in as equal candidates. I have seen where someone has pulled out just prior to going into the final interviews, so I would suggests putting four forward candidate if you can just to cover that possibility.

James Lang - If someone asks a question do we have to put our answer out to the public for compete transparency?

Carol Riches – No, not during this phase of the process.

Status on survey

Glenn Sullivan – I have a PDF with the full results of the survey I can share this offline and then we can discuss.

Julia Pingitore – I will put an agenda item on for next Thursday to discuss this further. Glenn will send the survey results out and we can discuss in more detail at our next meeting and see if we want to change anything on the profile.

Next meeting

Julia Pingitore – We are scheduled for this Saturday, February 5th at 10am for a public hearing at the Senior Center and then a regular meeting on February 10th at 7pm.

- **Motion (GS) seconded (JL) to adjourn the meeting at 9:05pm. Unanimous all in favor. Roll call James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Erin Ottmar – yes, Julia Pingitore – yes.**

Respectfully submitted,

Donna Graf-Parsons
Executive Assistant