

# **Town of Paxton Board of Selectmen**

## **Regular Meeting Minutes**

**Tuesday, January 25, 2011**

Members Present: Fred Goodrich, Chair  
William A. Trotta, Vice Chair  
Peter Bogren, Jr., Clerk  
  
Carol L. Riches, Town Administrator

Attendees: see Attendee List

The Chairman called the meeting to order at 7:00pm.

### **Meeting Minutes**

- **Correction to the January 4, 2011 regular meeting minutes to change the word “in” to “is”. With correction noted Motion (FG) seconded (PB) to accept the January 4, 2011 Regular Meeting Minutes. Unanimous all in favor.**
- **Motion (FG) seconded (PB) to accept the January 4, 2011 Executive Session Meeting Minutes. Unanimous all in favor.**
- **Motion (FG) seconded (PB) to accept the January 10, 2011 Executive Session Meeting Minutes. Unanimous all in favor.**
- **Motion (FG) seconded (PB) to accept the January 11, 2011 Regular Meeting Minutes. Unanimous all in favor.**

### **Moore State Park**

- Anita Fenton spoke to the Board of Selectmen in regards to getting legislation through that would make Moore State Park a full fledge state park verses a satellite park. The concern is that if cuts are made and staff is lost that the park could run into problems. Legislation has to be filed by February 4, 2011, so Anita Fenton is asking for the support of the Select Board and town residents in this matter. Representative John Mahoney was present at the meeting, and expressed his understanding and concern for the park as well. Senator Chandler was scheduled to attend, but was unable to make the meeting. The Board of Selectmen will forward a letter to Senator Chandler in support of making Moore State Park a full fledge park and encourage others to do the same.

### **Goals for the Town Administrator**

- (FG) presented the following list of goals for the Town Administrator to focus on.
  1. Completion and closure of the articles still outstanding with the Public Safety

Building. These outstanding items should be resolved by the Annual Town Meeting, and the committee should be dissolved.

2. The Personnel Handbook needs to be updated.
  3. The Cable Committee needs to be reorganized. The taping of meeting and running them on the cable channel needs to happen more regularly.
  4. 10 West Street needs to be updated so that the facility can be utilized for board and committee meetings.
  5. The Emergency Management plan needs to be updated before the budget period is over.
  6. Budget and Master Plan Involvement.
  7. Continue to work with the Town Service Coordinator to improve the overall efficiency of the office.
  8. Work with Worcester water on rate reduction, funds owed from tree removal after the ice storm and PILOT money.
  9. Work on the potential for other PILOT programs
  10. Wage scale review. Specifically for the Electric Light Department and the Police.
- (PB) presented additional goals that he would also like to see implemented.
    1. To continue keeping the lines of communication open between the Board and the Town Administrator.
    2. Informational night. This could be held once a month with one of the Board members and the Town Administrator to be available to answer questions that anyone may want to come in and discuss.
    3. Need to look into and work on grants that may be available for the town.
  - (WT) agreed with the items previously stated as far as communication with the Board, and cable committee. Along with trying to set up a PILOT program with the light department. A couple of additional items included.
    1. Looking into either buying or borrowing a sidewalk plow from another community.
    2. See if there is an opportunity for the Recreation Commission and Anna Maria College to work out a fee schedule for the use of the soccer fields.
    3. Look at the old pool area to see if something could be done there to hold town activities.

### **Town Administrators Update**

- Have been working with Peterson Oil, and deliveries have been occurring on a more regular basis, and they refunded the town in the amount of \$489.17 for a past issue.
- On January 16, 2011 Scott Wilson discovered a problem with the heat in the town hall. A service call was made to repair the burner.
- There is a legislative breakfast planned, if any board members are interested let our office know.
- There is a hearing scheduled for February 10, 2011 for the Solar by-laws.
- Board of Assessors open position should be filled within the next week.

(FG) motioned (WT) seconded that the continuance for the Special Town Meeting will be scheduled for February 15, 2011.

(FG) questioned if the custodian was clearing the snow of the sidewalk to the Town Hall during the week, and if the cleaning of the Town Hall is adequate.

Local Boy Scouts group was in attendance just to observe a meeting for their local government. The Scouts showed interest in helping the Cable Committee with the recording of the town meetings. (CR) provided her business card to discuss this possibility.

**Motioned (FG) second (WT) to accept the resignation of Donna Graf-Parsons from the Board of Assessors, and to place the open position on the ballot at the Annual Town Election. All in favor. Unanimous**

### **Representative John Mahoney**

Representative Mahoney offered his services and offered to set up a meeting time that he would be available to come and speak with the town residents. We can place the meeting schedule and time on cable and the marquis in front of the Town Hall.

### **Budget Review**

- (FG) The town buildings need to be looked at and included in the Capital Improvement Committee information.
- DPW – The increase in their budget is do to replacing an open position and increase in blacktop. (FG) doesn't feel that the requested increase from \$35,000 to \$150,000 will be approved. Increase in line painting was questioned. (CR) thought that this might be do to a new line-painting machine that they want to purchase.
- (WT) Raised the question about safety supplies. What are they, and what are they used for? It was also questioned if \$3,500 was necessary for a sign budget? The question was also raised at to whether or not the snow and ice budget is adequate. (FG) would like to have Mike Putnam look and see to date what is realistic for snow and ice if we were not concerned about level funding the budget. Mike should be taking an average from the last five years to do an estimate for next years budget.
- (FG) Would like to review the projected estimated numbers for state aid.
- (FG) Would like to have the COA review their proposed budget, because the van maintenance may need to be increased.
- (FG) We need to add and additional \$100,000 into our debt for the Public Safety Complex to complete some outstanding issues.
- (FG) We need to get the health insurance figure, because there may be an increase that we need to be aware of.
- (FG) Remind Charlie Bolster that we need the FY12 budget for Emergency Management.
- (FG) Questioned if we should retain our custodian at the Town Hall, or bring in a cleaning company, such as the one that the Public Safety Building uses?
- (FG) The Planning Board has agreed to move \$1,000 into the Master Planning Committees budget for this year.
- The increase in account #1220 for the Fire Department for vehicle maintenance was questioned, along with the \$6,000 reduction for the SCBA equipment.
- (FG) Questioned if the \$4,600 budgeted for the holding tank at the PSB would be adequate for FY12? Update this budget page in the book with the corrected information.

- (PB) Concerned that the library increase from last year will be passed through again this year.

**Tree Warden**

- The Board would like to have James Robert come into a board meeting to be appointed as the new Tree Warden, and review the budget that has been provided for that department.

**Light Department**

- The Board would like to have the Light Commission and the Department Manager come to a Selectman's meeting to discuss town expenses, such as billing and street lights.

**Next meeting scheduled for Tuesday, February 1, 2011 at 7:00pm**

**Adjourned Meeting at 9:50pm, Unanimous all in favor**

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant