

# **Town of Paxton Board of Selectmen**

## **Regular Meeting Minutes**

**Monday, March 14, 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 7:04pm.

### **Anita Fenton – Grant for White Building**

- Presented a citizens petition to place an article on the warrant for the Annual Town Meeting. The article is to ask for \$30,000 from Capital Improvement to repaint the exterior of the White Building. Anita spoke on the past, present and future of the building, and stated that this building is the heart of the town and the outside condition is disgraceful, and has not been maintained properly, and that the leaders of this town just don't care. She received an overwhelming response in favor of this article when she presented it to citizens of the town. This building was built in 1898 and it was built to last. With the Mass preservation project we are applying for a grant that would match 50% of the funds. The application needs to be post marked by March 25, 2011. This is classified as a development project under stabilization and protection. An estimated cost for the project was given to be about \$32,500. This will include such items to be done as scraping the outside and removing the old paint. Repair work to the shutters, windows, doors, trim and body. Washing and repainting the exterior. At this point they need the Board of Selectmen to vote on and sign a statement of intent.
- (FG) Agreed that the building does need work done to it, that it has only been painted once in the past 10 years. This is not because we do not care about the building but financial constraints have made it difficult to maintain. The building also has a high level of usage, because it is the only facility the town has to handle much of its business. Anita Fenton replied that the first step of defense is to protect the exterior of the building, and that this is what the voting residents want.
- (PB) I want to express that I do indeed care about the building. However I am concerned about the preservation restrictions and would like the opportunity to review the details further.
- (WT) We all care, but we don't have the funds.

- Anita Fenton and Jay Gallant will continue to work on and complete their respective portions of the grant so that next Monday the board can sign the agreement.
- (FG) Encouraged Jay to take a hard look at the outside of the building to ensure that we are covered.
- Anita Fenton feels that we have a good chance in getting this grant and if we do the matching funds could be received by September 15, 2011, and you have one year from that time to complete the project. Should you have to pay the contractor prior to getting the matching funds the state will reimburse us afterwards.
- Sue Corcoran of 15 Mower Street was present at the meeting to show her support of this article and emphasized the importance of maintaining and keeping up with the repairs to the White Building.
- (FG) These projects need to be done over time due to limited funds.

#### **Audit's Management Letter**

- Town Accountant Donna Couture and Town Treasurer Deirdre Malone were present to discuss items that were on the auditors report.
- Donna Couture spoke in reference to the reporting for the GASB 34. The banks want the financial statements to provide different information than what the town is required to give to the Department of Revenue. Because of this the auditor is doing a little more to prepare it in further detail. In small communities such as ours this will always be an issue.
- (FG) Expressed concern over the potential risk of fraud occurring with the current process that is in place for the collection of fees outside of the Town Hall. The process has improved over the past few years, but we need to continue working on it.
- (PB) Concerned that cash is being reconciled outside of the Town Hall.
- (FG) Concerned that cash receipts are not reconciled in the Town Hall.
- Deirdre Malone mentioned that the use of a triplicate receipts when a cash payment is received could help improve the process.
- Donna Couture replied that perhaps separate turnovers should be done for cash and checks that are taken in. This way you could see exactly how much cash we are dealing with.
- (FG) What is the situation with the Trust Funds.
- Deirdre Malone stated that they have been identified and suggested that we put in an article to use those finds towards something else.
- Donna Couture replied that before the town does anything with them the auditor wants the

town to further research what these trusts were set up for in the first place. However is this cost effective and how much does the town want to put into it.

- (FG) Perhaps a town resident or a senior work off individual could do some further research. (FG) Requested a list of the trusts that are in question and will do some research on these.

### **1 Wilde Wood Drive – Dog Complaint**

- (WT) Questioned if this situation had been taken care of yet.
- (CR) The Police Department said that a constable should deliver it.
- (FG) Will look into how this should be handled at this point.

### **Meeting Minutes**

**Motion (FG) seconded (PB) to accept the March 7, 2011 Regular Meeting Minutes, with amendment as noted. Unanimous all in favor.**

### **Town Administrators Update**

- (CR) Fire Chief Conte received accreditation from the Massachusetts Fire Services Commission. **Motion (FG) seconded (PB) to send a letter to the Fire Chief congratulating him on this accomplishment. Unanimous, all in favor.**
- The Fire Chief has asked that we accept Section 7(k) of the Fair Labor Standards Act. This would allow for a qualifying work period of twenty-eight days for calculation of overtime for employees engaged in fire protection activities. **Motion (PB) seconded (FG) to accept section 7(k) of the Fair Labor Standards Act for employees engaged in fire protection activities. Unanimous, all in favor.**

### **Mutual Aid Update**

- (FG) Waiting for further confirmation from the Police Chief.

### **Cable Committee**

- (CR) The Cable Committee met recently, and they are working things out, but they only have two members currently, with Bill as the liaison. The Committee requested that Carol be the third member, so that they are able to take a vote on items that are needed.
- (FG) Is concerned about getting additional members for the committee. Currently we do not have the opportunity to communicate sufficiently with the town, so we need to expand this area.
- (PB) The Cable section on the website needs some updating.
- (CR) Ray Charette is a good source of knowledge.

- (FG) Sean Kelleher, a local scout, has met with the cable committee. They gave him the opportunity to work on a project and bring it back.
- (FG) Will the Cable Committee be meeting more regularly.
- (CR) Yes, they will be meeting again in the next week or so.
- **Motion (WT) seconded (PB) to appoint Carol Riches as a permanent member of the cable Committee, Unanimous, all in favor.**

### **Resignation**

- (FG) Presented letter of resignation from Donna Graf-Parsons for her position on the Capital Improvement Committee as a representative for the Board of Assessors. Also concerned over vacancy on the Board of Assessors. If you know of anyone that is interested there is about one week left for individuals to file papers for the election.

### **Charlie Bolster**

- Has provided his resignation from the Water Board. The position will have to be appointed after May. He will also be resigning as the Emergency Manager. Charlie will provide this in writing to the Town Clerk.

### **Budget Review**

<u>Account#</u>	<u>Department</u>
1131	Finance
1132	Reserve Fund
1151	Legal Service
1155	MIS
1162	Elections
1175	Planning Board
1176	ZBA
1183	Historic District
1193	Insurance / Bonds
1196	Town Reports
1199	Town Clock
1243	Plumbing
1295	Tree Warden
1424	Street Lights
1549	Memorial Health Care
1610	Library
1691	Historical Commission

**Motion (FG) seconded (PB) to accept all of the budgets that are listed above for FY2012. Unanimous, all in favor.**

- (PB) Questioned why the budgeted number for waste collection had gone down.

- (FG) Discovered that Fin Com went with a budgeted number for traditional recycling verses the single stream.

### **Continued Budget Review**

<u>Account#</u>	<u>Department</u>	<u>Motion to approve</u>	<u>Seconded</u>	<u>All in favor</u>
1135	Town Accountant	FG	PB	Unanimous
1141	Assessors	FG	PB	Unanimous
1145	Treasurer	FG	WT	Unanimous
1146	Town Collector	FG	WT	Unanimous
1161	Town Clerk	FG	WT	Unanimous
1163	Registrars	hold vote at this time to check on 2% COLA		
1171	Conservation	FG	WT	Unanimous
1210	Police	hold vote at this time		
1220	Fire	hold vote at this time		
1241	Building Commissioner	FG	WT	Unanimous
1245	Wiring Inspector	FG	PB	Unanimous
1291	Emergency Mngmt	hold vote at this time		
1292	Animal Control	FG	PB	Unanimous
1421	Highway	hold vote at this time		
1423	Snow and Ice	FG	PB	Unanimous

- (CR) Mike Putnam is looking to rewrite some of the job descriptions with in the Highway Department, as well as moving some employees up a step.
- (FG) His budget needs to reflect what his intentions are with the salaries for next year.
- (FG) By the end of March we will know what the Chapter 90 money will be.

### **Continued Budget Review**

<u>Account#</u>	<u>Department</u>	<u>Motion to approve</u>	<u>Seconded</u>	<u>All in favor</u>
1491	Cemetery	FG	PB	Unanimous
(Note – (FG) no 2% COLA on top of the 5% step increase for Mike Putnam)				
1510	Board of Health	FG	PB	Unanimous
1515	Sanitation Eng	FG	PB	Unanimous
1519	Insp of Animals	FG	WT	Unanimous
1541	Council on Aging	hold vote at this time		
1543	Veterans Aid	FG	WT	Unanimous
1630	Recreation	FG	WT	Unanimous
1752	Temporary Loans	FG	WT	Unanimous

**Next meeting scheduled for Monday, March 21, 2011 at 7:00pm**

**Adjourned Meeting at 10:10pm, Unanimous all in favor**

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant

Documents from the Meeting:

Town Administrator's Update – File in Town Administrator's Update Folder

Letter of Accreditation for the Fire Chief on file with minutes

Section 7(k) of the Fair Labor Standards Act filed with meeting minutes