

**Town of Paxton
Board of Selectmen**

Regular Meeting Minutes

Monday, June 6, 2011

Members Present: William A. Trotta, Chairman
Peter Bogren, Jr., Vice Chairman
John F. Malone, Clerk

Carol L. Riches, Town Administrator

Attendees: Attendee List

The Chairman called the Select Board Meeting to order at 7:03pm

Davis Hill Rd

- (WT) There should be a sign at the culvert that states to “ Pass at your own risk” do to the current condition. Mike Putnam will come to the next meeting to discuss what work needs to be done and how it will be funded. Mostly likely with the Chapter 90 money.

Meeting Minutes

- **Motion (PB) seconded (WT) to accept the April 25, May 2 and May 16, 2011 Regular Meeting Minutes. Unanimous, all in favor.**

William Casey

- **Motion (JM) seconded (PB) to appoint William Casey to the Open Space Committee. Unanimous, all in favor.**

Paxton Police Department Policies and Procedures

- **Motion (WT) seconded (PB) to accept the Paxton Police Departments updated Policies and Procedures. Unanimous, all in favor.**

PILOT Program

- (WT) Mr. Malone requested this topic be discussed, and directed the question to Mr. Malone as to what his plans were for doing PILOT programs.
- (JM) would like to see the town go after other areas for PILOT, such as the cemetery, City of Worcester and Town of Leicester.
- (PB) suggested that Carol should be added to the team to replace Fred.
Motion (JM) seconded (WT) to have Carol Riches be part of the team to work on any PILOT programs for the town. Unanimous, all in favor.

- (JM) A list of potential PILOT contributor's and meetings should be set up to see what we can do.
- (PB) We should check with Rich Fenton to see if he would like to stay on the team if it is taken further than just working with Anna Maria College.
- (WT) Agreed that we check with Rich first, and then work from there.

Town Warrant

- (JM) would like to see the warrant available sooner. We need a way to be able to get it out. (CR) One way to do that is to close the warrant earlier.
- (PB) inquired as to when we got it out this year and how was it distributed. (CR) the warrant was available 4 days prior to meeting and they were available at the Town Hall.
- (JM) suggested that we close the warrant three weeks prior to meeting and contact local businesses to see if we can leave warrants with them.
- (PB) The electronic sign needs to be put up and should go in the area of the Public Safety Building. This would be another good tool to get information out to the public.

Resignations

- **Motion (WT) seconded (PB) to accept the resignation that was received by the Town Clerk that Gerald Teran is resigning his position with the Board of Registrars effective June 1, 2011. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to accept the resignation that was received by the Town Clerk that Kathleen Siemen is resigning her position with the Recreation Commission effective June 1, 2011. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to accept the resignation that was received by the Town Clerk that Susan Chianese is resigning her position with the Recreation Commission effective June 1, 2011. Unanimous, all in favor.**

Town Administrators update – May 23, 2011

- The Personnel Advisory Board met on April 29th and accepted the revised Employee Handbook. I placed a copy of this in your boxes on May 5, 2011 and if you have reviewed please let me have your comments or acceptance. We will then distribute to all employees.

Motion (WT) seconded (PB) to accept the revised Employee Handbook dated April 2011. Unanimous, all in favor.

- We had a Department Managers Meeting on May 12, 2011 and a copy of the minutes from that meeting are attached. This was a worthwhile meeting as it provided a chance for everyone to bring each department up to date on what was going on in their department. It was also the first meeting for Greg DeStasi the Light Department Manager.

- I met with Peter Dawson, Martha Akstin and Marvin Stifler last week to review the Ground Lease Agreement for the Senior Residential Development. Peter will correlate all comments from this meeting to address with the developers attorney. Once complete the Board will be asked to review and sign this document.
- Peter Dawson mentioned that one board member should be involved in looking things over. From this point forward William Trotta will be copied on these correspondences.
- With the growing concern for the low numbers participating in the meal program at the COA, Jack Crowley initiated a sponsored lunch program. There are subsequently two free lunches at the center this month and many sponsors lined up for the upcoming months. We hope that the seniors will take this opportunity to attend lunch and hopefully come back for more.
- The Treasurer recently looked into refinancing the 1999 School Bonds for the school renovation; although interest rates are a lot lower than when we first took this loan our, the service cost to refinance the loan far outweighed the Town's savings.

Town Administrators update – June 6, 2011

- The Town's FY11 Commonwealth Capital application submitted in January has rated a score of 42. This application is completed yearly and is required to allow the Town to apply to Commonwealth grant and loan programs. A community's score is a measure of the consistency of that municipality's; and use planning and regulatory practices of the Sustainable Development Principles.
- Dick Hafey – T&G reporter inquired as to what type of a rating a 42 was. (CR) stated not a very good one. The town has steadily gone down over the years due to the fact that Paxton does not have anything for lower income developments, but that perhaps with the new Senior Housing project that number may increase.
- Last week Jay Gallant gave the same Town Hall renovation presentation to Rep. Jim McGovern as he did at the Annual Town Meeting. Rep McGovern felt that the building was unique and urged the committee to seek funding for this project "sooner rather than later". He is very interested in helping the committed by arranging a meeting with agencies to provide assistance and information on sources of funding grants. However, Rep McGovern does not wish to take this step unless the Board of Selectmen is in agreement to this taking place. For this reason the Town Hall Renovation Committee will attend your meeting on June 20, 2011 to answer any questions that you may have and request your support to them proceeding to seek out grants that may eventually require the Boards signature.

- (PB) Why did McGovern think that we would not be on board with this?
- (CR) A member from the audience made a statement that they did not think that the Board of Selectmen would support doing work on the Town Hall.
- (PB) We just need to be careful of the guidelines that go along with certain grants.
- (WT) We are in favor of upgrading our buildings, but do to the cost at this time this project had to take a back burner. We would be happy to support getting a grant to fund the Town Hall renovation, but we will review it thoroughly. **Motion (WT) seconded (PB) to send a letter to Representative Jim McGovern that the Board of Selectmen will support getting a grant to fund the Town Hall Renovation. Unanimous, all in favor.**

New Evaluation Forms

- (WT) Prefers option #2 for the employee evaluation form and recommends that an N/A should be placed if it does not apply to that position. Also if a merit raise is recommended then the supervisor should explain why. A written narrative should also be supplied if an employee receives a rating of 1 or 2. For the Town Administrators evaluation form option B is preferred. Again a narrative should be provided if a rating of 1 or 2 is given.
- (WT) We should look at doing a form that allows employees to evaluate their supervisor's. This would give the employees an opportunity to express the efficiency of their own department and give their input on how things could be improved.

Selectmen's Night

- (PB) Looking at having office hours from 7pm to 8pm on June 27th. This would be with just one board member where residents could come in and meet with you. Then any questions that need to be brought back to the board for an answer will do so.
- (WT) We do have open meetings that anyone is able to attend.
- (JM) People could email open questions to the Board that can then be answered at the meeting.
- (WT) I do not agree with doing email responses.
- (JM) to see if we could provide a mode of operation to give residents another option besides coming to a meeting.
- (WT) Residents can email the Town Administrator and she will direct any questions to us that need a further response.
- (PB) Then we will not do the office hours on June 27th at this time.

Country Bank

- (CR) Would like to thank Country Bank for their donation of \$700.00 to replace the tree in the center of town. Checked with the Historical District, and are awaiting their ok.

Memorial Day Celebration

- (WT) I would to thank all the Memorial Day participants how were able to provide a successful celebration under some unusual circumstances. A special thank you to Tim Hackett and Candice Ross. Also to the Buffalo Soldiers for attending and providing the exhibit at the Legion Hall.

Selectmen's Liaison Assignment

- Motion (WT) seconded (PB) to approve the new liaison assignments as presented. Unanimous, all in favor.

<u>William A. Trotta</u>	<u>Peter Bogren. Jr.</u>	<u>John F. Malone</u>
<u>Chairman</u>	<u>Vice-Chairman</u>	<u>Clerk</u>
Emergency Manager	Master Plan Implementation Committee	Council on Aging
Finance Committee	Central Mass Regional Planning	Historic District Commission
Police Department	Wachusett Regional School District	Conservation Commission
Assessors	Building Inspector	Board of Health
Town Hall Personnel	Communication & Cable Committee	Cemetery Commission
Planning Board	Fire Department	Town Hall Renovation Committee
Representative & Senators	Hazardous Waste	Water Board
Town Counsel	Capital Improvement Committee	Wiring Inspector
Zoning Board of Appeals	Bylaw Committee (When Appointed)	Library
Recreation Commission		Historical Commission
Paxton Center School Council		Light Department
Paxton Housing Partnership Committee		Highway Department

Next meeting scheduled for Monday, June 20, 2011 at 7:00pm

Motion (WT) seconded (PB) to adjourn meeting at 7:56pm. 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

Paxton Police Department Policies and Procedures – on disk in Selectmen's office