

**Town of Paxton  
Board of Selectmen**

**Regular Meeting Minutes**

Monday, August 29, 2011

Members Present: William A. Trotta, Chairman  
Peter Bogren, Jr., Vice Chairman  
John F. Malone, Clerk  
  
Carol L. Riches, Town Administrator

Attendees: See Attendee List

The Chairman called the Select Board Meeting to order at 7:01pm

**Appointment to the Police Department**

- **Motion (WT) seconded (PB) to appoint Douglas Tripp as a Patrolman to the Paxton Police Department. Unanimous, all in favor.**
  
- **Motion (WT) seconded (PB) to appoint Mark Savasta as a Lieutenant to the Paxton Police Department. Unanimous, all in favor.**

**Charter Communication**

- Mr. Thomas Cohen from Charter Communications was present to discuss the contract with the town that is coming up for renewal. The town needs to conduct a consumer needs ascertain process. This can be done by either a public meeting, written survey or on the town’s website. In about a year Charter will submit a state 100 application and a proposed renewal application. The filing fee for this application is \$100.00 that Charter will pay automatically. At this time any public access to cable can be discussed as well. Tom will leave the guidelines with Carol for having a separate public hearing to discuss the renewal. This can be done at a Select Board meeting with a 14 day advance notice to invite the public to come and discus the cable. (WT) With no other questions at this time we will review and meet in about one year’s time.

**Bathrooms at Tivnan Field**

- Mr. Paul Riches, Chairman of the Recreation Commission presented a preliminary plan that Little League has put together to put bathrooms at the Tivnan fields. At this point the Recreation Commission has told Little League to

go ahead and do the perk test and we will proceed from there. (JM) Are all the proper setbacks being looked at?

- Mr. Riches replied that yes, we are working with all committees involved to make sure we do this right.
- (PB) Who will pay for the maintenance of this once it is built?
- Mr. Riches stated that we will have to come to an agreement with baseball. There is a lot of thought that that needs to go into this. It is just a concept right now.
- Carol Riches spoke to Rick Trifero and they need to take into consideration handicapped facilities as well.

### **Releasing Executive Meeting Minutes**

- **Motion (WT) seconded (PB) to release the Executive Meeting Minutes from December 13, 2010. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to release the Executive Meeting Minutes from September 13, 2010. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to release the Executive Meeting Minutes from June 21, 2010. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to release the Executive Meeting Minutes from May 24, 2010. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to release the Executive Meeting Minutes from May 10, 2010. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to release the Executive Meeting Minutes from May 3, 2010. Unanimous, all in favor.**
- **Motion (WT) seconded (PB) to release the Executive Meeting Minutes from April 26, 2010. Unanimous, all in favor.**

### **Meeting Minutes**

- **Motion (WT) seconded (JM) to accept the August 15, 2011 Regular Meeting Minutes. Unanimous, all in favor.**

### **Gifts and Grants procedures**

- **Motion (WT) seconded (JM) to accept the Gifts and Grants Procedure. Unanimous, all in favor.**

### **66 Maple Street**

- (WT) Recommend that we wait until all committees have done their review and then we can make our recommendations.
- (PB) Will go over and review the property, and will make an individual comment if needed.

## **CMRPC – support for HUD Grant**

- Hold discussion till next meeting so that Peter has time to review the information.

## **Town Administrators Update**

- Whenever possible the Administrative Assessor will now accompany the Fire Inspector when home inspections are conducted. This is a move on the part of Kathy Stanley, Administrative Assessor to meet the state requirement to attain the most accurate property data possible at least once every nine years. **(WT)** have Peter Dawson make sure that this is feasible and legal to do.
- The Senior Picnic took place last week at the new location of the old pool area. This was well attended by seventy seniors and many town employees. The Council on Aging did a great job as always.
- Following in the same vein, we will be holding an employee cook out in the same location on Wednesday, August 31<sup>st</sup>, Noon to 1pm with a rain date September 7<sup>th</sup>. We have invited all employees and board members to attend.
- We have a date set as September 15<sup>th</sup> at 7pm in the John Bauer Senior Center for the residents to bring questions to a Selectboard member on duty. Peter Bogren, will be at this location 7pm to 8pm.

## **Francis and Virginia Fanning – 184 Grove Street**

- **(WT)** The following items need to be done at the stop at the end of Maple St.
  1. Install double arrow sign, next to 184 Grove Street (Fanning) drive way which will face Maple St., for northbound traffic to see.
  2. Move the existing sign (end of Maple) further up the road, near the catch basin, as to be in a better straight line of sight for vehicles traveling northbound approaching Grove St. intersection. This will be changed from 30x30 standard to 36x36 high intensity.
  3. Stop line will be newly painted (8/24/11) and enlarged from 12” wide to 24” wide for better visibility. Stop line sign will be added here.
  4. No Passing sign on north bound shoulder can be eliminated; it is in the way of line of sight for stop sign.
  5. Stop ahead sign between 66-68 Maple will be replaced with larger 36x36 stop ahead warning, high intensity with a stop symbol rather than just wording.
  6. Any low limbs/brush that may hinder the line of sight in the north bound lane of Maple St. will be cut back for proper visibility of the stop sign.
  7. All main roads, including Maple and Grove St scheduled for yearly line painting, Week of August 29, dependent on the weather. All

signage mentioned above is on order and will be installed ASAP when delivered.

- **(PB)** I walked this area and I agree highly with the changes.
- These changes have been discussed with the owner and they are in agreement.

### **Nanigian Road**

- **(JM)** Have we heard back from the owners that wanted to donate their land on Nanigian Rd? Carol has sent a letter requesting more details from the owner, but has not heard back yet.

### **AMC**

- **(JM)** Have we done anything about a public hearing with AMC?
- Carol is working with Bob Desrosiers on this.

### **Town Administrators Evaluation**

- **(WT)** In compiling all of the reviews Carol scored 47% out of a possible 50%. If Carol is in agreement with the evaluations then she can sign off on them. I would like to read the following letter into the record.

It is with great pleasure that I have the opportunity to inform you that your first evaluation as Administrator for the town of Paxton is outstanding. In the last eight months, you have lived up to the expectations the Board of Selectmen had for you when we chose you for the Town Administrator. You have been evaluated individually by the three members of the Select Board and the scores that were given to you were all very similar in weight and strength. I am proud to inform you that your total score out of a possible 50% was 47%. Although this does not leave a lot of room for improvement, we are confident that you will maintain a high level of service. The most important areas for you to consider is to maintain a high level of transparency and to establish and maintain a strong network of information flow to the members of the Select Board.

On behalf of the members of the Select Board and the citizens of our community. I offer you congratulations on a job well done and encourage you to keep up the good work and professional demeanor you have exhibited in the performance of your duties as our Town Administrator.

- **(JM)** with the outstanding performance I feel that we should extend Carol's contract for an additional three years. **(PB)** asked Fred Goodrich from the audience what was the original thinking of only doing a one year contract. Mr. Goodrich replied in order to let Carol settle in and let the Board review her and then extend the contract at that point. **(PB)** All the current contract items will remain the same. **(WT)** Carol are you sure that is ok with you? **(CR)** Yes, that is acceptable. **Motion (WT) seconded (JM) to extend the Town Administrators**

**contract for an additional three years, with all current contract items remaining the same. Unanimous, all in favor.**

**GWLT**

- **(PB)** Have we heard anything back from GWLT?
- **(CR)** No, but the Conservation Commission will be at the next meeting to discuss this item.

**(PB)** I would like to take this opportunity to thank Bill for a job well done in preparing for the hurricane. The Fire, Police, DPW and Light Department did a fine job of being ready.

**(WT)** This was a good opportunity to test our preparedness, and I would like to thank everyone as well.

**Motion (WT) seconded (JM) to adjourn meeting at 7:40pm. Unanimous all in favor.**

**Next meeting scheduled for Monday, September 12, 2011 at 7:00pm**

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant

Documents filed with minutes:  
None

Other documents filed in BOS office:  
Town Administrator's Update  
Fire Department Appointment  
Plans for Tivnan Field  
Gifts and Grants procedures  
HUG agreement  
Town Administrators Evaluation