



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

## **Regular Meeting Minutes**

### **Saturday, February 4, 2012**

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

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 meeting to order at 9:05am.

### **Library budget**

Deb Bailey - As of July 1, 2015 we will no longer have support with CW Mars, The fee for this would be between \$25,000 to \$75,000 annually to stay with them. We are looking at a cost of \$2,000 for a new card system. Our computer system is getting old and need work. We will put off CW Mars this year, and instead we will put the money into the computer system updates. We increased our oil budget based on last year versus this year. Merit raise for children's librarian. She has done a great job over the last two years. We are looking at \$169,911 total requested.

**(CR)** - Do you need anything certified by Town Accountant?

Deb Bailey replied that she needs the Town Clerk to certify town meeting.

Charles Innis, library trustee, – it is what the town appropriates that is the key, and then we do not spend it all.

**(WT)** How long is material in circulation?

Deb – 4 to 5 years.

**(WT)** How many new books do you get a year?

Deb – 2000 a year, 52,000 in total materials a year that we circulate.

Trish – 1/3 is dvd's, 1/3 adult books, 1/3 children's

**(WT)** Do you have many problems with material not being returned?

Deb – We have your usual problems.

**(PB)** Did you get any quotes on computer update?

Deb – Computer Central gave an estimate.

**(JM)** What will you do with investment?

Deb – We will be doing our elevator project out of investments, so that no funds will be coming from the town.

(JM) Do you feel this is workable?

Deb – Yes, I feel it is.

**Motioned (JM), Seconded (WT), to approve the library budget at \$169911.**

**Unanimous, all in favor.**

**Motioned (JM), Seconded (WT), to approve the following budgets: acct 1114 (moderator), 1131 Finance Committee, 1175(Planning Board). Unanimous, all in favor.**

**Police Department budget**

Chief Desrosiers- To follow up from the other night here are the amounts that you had asked for based on different percentage synarious.

(JM) Why did full time officers go down?

Chief Desrosiers- Restructuring with AMC, and we have a more junior staff than in the past that is at a lower pay rate.

(JM) – Why is there a phone increase?

Chief Desrosiers– This is the rate just paying for the service.

(PB) – The network.

Mark Savasta– Licensing for the network. \$2000 for license and \$5000 for computer repair.

Chief Desrosiers- We use computer repairs more than any other department. I feel that I could do better with going back to having our own line item.

(PB) - If you can do better than the town should be able to do better.

Chief Desrosiers- There are people servicing other police departments that know the systems that they run, and don't have to first try and learn the systems.

(CR) We can take out 5000 town budget.

Chief Desrosiers– There is supposed to be Cory checks for any one that works on our system. Pc plus just sends out different people that may or may not be Cory checked. If we have one person all the time then we can ensure the Cory check.

(PB) – We should look at new vendor.

(CR) – I looked at the one from Rutland.

(JM)– Give \$5000 back to police and the town hall can do their own budget.

(WT) – What about supplies?

Chief Desrosiers we use coupons, rewards points, stopped printing report and do it electronically.

(WT) – Are your systems backed up?

Chief Desrosiers- Yes, on site and eventually at AMC off site as well.

(JM) So bottom line we are looking at \$910,790.

(PB) – How are we doing with the numbers that we put together last summer with AMC?

Chief Desrosiers – We are under budget and they want to put the surplus into training for the department.

(JM) – They are very happy with how this is working and say that it should have been done long ago.

Chief Desrosiers In two fiscal years we will not need another car. We will get the car

from AMC.

**(WT)** – This could be used for another community to follow.

**(PB)** – Have you been approached by any other town on what we have done?

Chief Desrosiers –Yes, the town of Ashburnham, and we have been invited to Chicago to speak on this subject.

### **Highway Department budget**

**(JM)** – \$36,814 – is this a step rate?

Mike Putnam – Yes, \$13,000 dollar item that gets transferred from the recreation dept. This is for the park director position, so this is a wash. Purchase Services has a \$9000 increase for software. We obtained a grant from MIIA for a fleet maintenance software as well.

**(CR)** – I have looked at other vendors, and some are more and some are less. It is a \$1000 a year for maintenance, support and updates.

**(WT)** – Will the Water Department be on that software?

Mike Putnam – Yes, you can overlay water, recreation, and cemetery. This will all work together.

**(WT)** – How will this improve what you do now?

Mike Putnam– We work on an excel spreadsheets, and this will allow you to put information in once and cover all the areas. This will also take care of a maintenance schedule, and produces purchase orders.

**(WT)** – Could you explain the \$3,500 a year for sign posts?

Mike Putnam– We slowly increased this year by year. This is for signs and posts. The Federal requirement is now to have a 9 inch sign. We got into this program 5 years ago, and little by little we are coming into conformance.

**(WT)** – What about street markers?

Mike Putnam– \$2,500 to signs and rest to sign repair. I by what we need.

**(WT)** – Would it be more efficient to try and regional this program?

Mike Putnam – We haven't done that for this particular area?

Mike Putnam– We need to upgrade the radio system. We are required to go to narrow banding next year, so they can provide more frequencies. We will work with the light department on this. We will reprogram some exiting one and some will have to be replaced.

**(WT)** – Have you looked at putting all on one network, and just put each department on a separate channel?

Mike Putnam– I haven't talked to anyone about that but we could discuss it.

Mike Putnam – We currently don't have an item for storm water management. The storm water permit that is out there is being looked at.

**(WT)** – Could this be regionalized?

**(CR)** – Some towns are going to make an enterprise fund in order to pay for this process.

Mike Putnam – This will cover the cost of everything that this plan needs to cover. You will have to hire an engineering staff to handle this.

**(CR)** – Aubrey Strauss is coming to a February meeting to discuss this further.

Mike Putnam – We can be fined for anything that runs into our storm water systems.

(WT) – Can we get a copy of the permit so that we can over this thing and go to our state reps for questions?

(CR)– We submit a permit every year, but they are now changing things.

Mike Putnam – With the black top account, we have projections to do one road a year.

### **Snow and ice**

Mike Putnam– This is level funded.

(WT) – What are we saving this year on plowing?

Mike Putnam - Overtime is down, and we emptied the salt shed so we put about 1/3 more product in the building.

(WT) – Does the new mixture that we treat the roads with have any effect on tires or other surfaces?

Mike Putnam– No, it is actually less corrosive, and the product is working very well for us. We use less and get a better effect, so no sand for street sweeping.

**Motioned (JM), Seconded (WT), to approve account 1423 for snow and ice.**

**Unanimous, all in favor.**

### **Cemetery**

(JM) What is the software increase?

Mike Putnam – This is for upgrades to maintain the system.

**Motioned (JM), Seconded (WT), to approve account 1491 for cemetery commission.**

**Unanimous, all in favor.**

### **Water budget**

(JM) This is a work in process, and is still being looked at.

(WT) Hold for now.

**Motioned (JM), Seconded (PB), to approve the following budgets. Unanimous, all in favor.**

### **Account**

1122 – Selectboard

1123 – Town Administrator

1129 – Town Service Coordinator

1132 – Reserve fund

1135 - Town accountant

1141 – Assessors

### **Town Clerk**

Susan Stone is requesting an Assistant Town Clerks position be added to her budget for Fy2013. – An assistant is important to cover during the times when the Town Clerk is out. There is not another town employee that can cover on a consistent basis. This

would allow for coverage at times when the Town Clerk is out for training.

**(WT)** How many hours is your position based on?

Susan Stone replied that it is based on 27 hours a week.

**(CR)** We did have a conversation to offer assistance from Donna and that she would make time available. Would the assistant be able to cover in your absence, and have the power to run the office as needed?

Susan Stone replied that they would have the power to sign the vitals in the town clerk's absence. The town clerk has the ability to hire an assistant.

**(JM)** If we have 27 hours for the Town Clerk and 12 for an Assistant. Then why would we not just give you the total 39 hours?

**(CR)** You still need someone to back up the Town Clerk in a time of absence.

**(JM)** Do we have a job description for an Assistant Town Clerk?

Susan Stone stated that Dee has one.

**(JM)** we need to have a job description in place.

**(CR)** I will make sure we have one.

**(JM)** What powers are needed to be an Assistant Town Clerk?

Susan Stone stated that you need to be appointed as an assistant in order to sign off on vitals.

**(WT)** I feel that we need someone to cover this position. They need those powers.

**(JM)** What certification is needed other than you are appointed as the Assistant Clerk?

**(WT)** They need to be sworn in, and then they learn the routine.

Susan Stone replied that through training they learn the position. There are no specific requirements needed for the position.

**(PB)** Why is there no increase to your training line?

**(WT)** The responsibility is on her to bring the information back to the office.

**(PB)** We need to clarify that the training sessions are done separate if both positions are looking to go.

**(CR)** – If you are not around could the assistant sign off on items that the town needs?

**(WT)**– How long to get person up to speed?

Susan Stone replied that it would be a good year. Some things are easy and others are more difficulty.

**(JM)**– Someone that is already available in the town hall could actually fill this position, if they are appointed.

**(WT)** – If we give somebody that title then they will ask for a raise.

**(JM)** – If you get an assistant will the senior helper and registrars go away?

Susan Stone replied that the senior worker would go away, but registrars would stay.

**(CR)** – Do you have a computer and office space for an assistant?

Susan Stone replied that I have the state computer and office space.

**(WT)** – Hold on this for further review.

### **Elections**

Susan Stone – increase is due to upkeep of system, and the mandatory three hours that the state requires.

(JM) – Election ballots \$3,300?

Susan Stone – Some is the cost to print the town ballot. The state pays for some things  
**Motioned (JM), Seconded (PB), to approve the Elections budget. Unanimous, all in favor.**

(WT) – What if machine breaks?

Susan Stone replied that we go to hand counting.

(PB) – Do we know what this new machine is going to cost?

Susan Stone replied I will check.

### **Registrars**

Susan Stone – I put more into the salaries and decrease the street listing. They have increased their time and understanding of how the elections run so they have an idea how to answer a question that may come to them. **Motioned (JM), Seconded (PB), to approve the Registrars budget. Unanimous, all in favor.**

Jack Malone recuses himself prior to discussions on the Treasurer and Town Collector budgets.

### **Treasurer**

Dee Malone– The cost of payroll being processed is about \$200 a month. I did contact some other companies and they will match first year and then you are on your own. Harpers is great to work with, and they are right in Worcester.

**Motioned (PB), Seconded (WT), to approve the Treasurer and Town Collector budgets. Unanimous, all in favor.**

### **Notes and Bonds**

Dee Malone – The notes a combination of \$100,000 for PCS. The PSC at \$210,446 for the SCBA's and \$606,800 for the PCS roof. If I go out to borrow at the end of March then that is what you have on your budget sheet.

(JM) We have to stop borrowing. We have to put a moratorium on borrowing and get that down to a workable rate.

(CR) – 2 DPW trucks and the rescue truck will be dropping off.

(JM)– FY2014 we drop off a lot but the borrowing goes up.

(WT) – What about bath path?

(CR) – We need to debt exclude.

(JM) – A letter from Chief Conte in regards to PHP and the need for another truck to build the project.

(WT) – Chief Conte should have come to us sooner with this matter

**Motioned (WT), Seconded (PB), to approve the Notes and Bonds budget. Unanimous, all in favor.**

(JM) Anything that needs to be borrowed needs to come before the committee first. A letter needs to go to the CIC, that there is to be no borrowing this year.

### **Insurance**

Dee Malone – Over the years we have never included Medicare and Social Security. We also never included retirees that live out of state. We do pay 60 percent of those retirees directly. We have never counted that before but we need to. We have three employees out of state, so we did add this to the budget, and should be considered going forward. Line item 5200 the IAB voted on taking and putting on a 1000 in-house deductible. Now this year is the most we have ever had to pay of 6500. In patient out patient, so this was added to the budget. Whatever is not used goes back. There are two new employees and one new retiree that were just added in the last month as well.

(CR)– Dee and I are looking at this and at the policy in place. I have started it and now Dee is reviewing it and then it will come to the board for review.

(CR) – Dee we have a 10 percent increase could we reduce that.

Dee Malone – Yes

(CR) even if we reduce it to 5 percent it would save us about 10,000.

Dee Malone – Yes, we could.

(JM) If we move to 70/30 we would have \$33,000 dollars' worth of saving.

**Motioned (JM), Seconded (WT), to approve the Town Employee Insurance budget. Unanimous, all in favor.**

### **Worcester County Retirement – 1912**

\$184,000- \$220,000 increase from last year. Takes out everyone's income from AMC. Taking out our water employee. Water will pay for that, and taking out the electric light dept. We have always gone on salary assessment, but they are in the process over a 3 year period to go to an actuarial based retirement.

**Motioned (JM), Seconded (PB), to approve the Worcester County Retirement budget. Unanimous, all in favor.**

**Motioned (JM), Seconded (PB), to approve the following budgets. Unanimous, all in favor.**

### **Account**

1913 - Unemployment

1151 – Legal Services

1152 - PAB

1171 - Conservation

1176 – ZBA

1177 - Regional Planning

1178 - Master Plan

1180 - PHP

1183 - Paxton Historic District

1155 MIS – hold for discussion at a later meeting.

### **Public Building Property - 1192**

\$7,500 for repairs to old police station – removed from budget. (21,207)

**Motioned (JM), Seconded (PB), to approve the Public Building Property account at the reduced amount of \$21,207. Unanimous, all in favor.**

**Motioned (JM), Seconded (PB), to approve the following budgets. Unanimous, all in favor.**

### **Account**

1193 – Insurance and Bonds

1196 - Town report

1199 – town clock

1220 Fire – Hold for discussion at a later meeting.

1232 EMS – Hold for discussion at a later meeting.

### **Building Commissioner**

Account 1241. Deduct \$500 out for certification (\$300 and \$200) goes to \$21,728.

**Motioned (JM), Seconded (WT), to approve Building Commissioner account at the reduced amount of \$21,728. Unanimous, all in favor.**

### **Plumbing inspector**

(CR) – Cut in half because the number of inspections has gone down. **Motioned (JM), Seconded (PB), to approve Plumbing Inspector budget in the amount of \$2,000. Unanimous, all in favor.**

**Motioned (JM), Seconded (WT), to approve Wiring Inspector budget. Unanimous, all in favor.**

1250 Public Safety Building – hold for discussion at a later meeting.

### **Emergency management**

(WT) As acting Emergency Manager presented a budget of \$11,250, with a letter of explanation for the increase to the budget.

(PB) – How did we arrive at 9500 for salary?

(WT) - Charlie Bolster broke that down with the number of hours that he placed into it.

(WT) - They are required to do a number of training courses.

(PB) – Concerned over the amount of salary increases that we looking at this year.

(JM) – We should hold for now till we have more time.

(CR) – Look at half this year and half next year.

**Motioned (JM), Seconded (PB), to vote for the Paxton Center School temporary bond in accordance with G.L. c. 70B. Unanimous, all in favor.**

**Motioned (JM), Seconded (PB), to accept the resignation of Susan Serrato from the Board of Appeals. Unanimous, all in favor.**

**Next meeting scheduled for Wednesday, February 15, 2012 at 7:00pm**

**Adjourned Meeting at 12:10pm, Unanimous all in favor.**

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant

**Documents filed with Meeting Minutes:**

Agenda

Attendance list

**Documents from the Meeting filed in BOS office:**

---

William A. Trotta  
Chairman

---

Peter Bogren, Jr.  
Vice Chairman

---

John F. Malone  
Clerk