



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**

**Monday, September 24, 2012**

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

Members Present: Peter Bogren, Jr., Chairman  
John F. Malone, Vice Chairman  
Frederick G. Goodrich, Clerk  
  
Carol L. Riches, Town Administrator

Attendees: Attendee List

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

### **Appointment to Scenic By-way Committee**

- **Motion (JM) seconded (PB) to appoint Anita Fenton to the Scenic By-way Committee. Unanimous, all in favor.**

### **Signs for Book Fair**

- **Motion (JM) seconded (PB) to approve the placement of signs in the center of town for the Richards Memorial Library Book Fair. Unanimous, all in favor.**

### **250<sup>th</sup> Celebration**

- Anita Fenton announced that the 250<sup>th</sup> Committee will be meeting on October 10<sup>th</sup> to vote on a logo for the event, and to move ahead with more merchandise. We are looking for more volunteers to help with this event.

### **Bay Path**

- (PB) stated that the Finance Committee has voted to support the Bay Path project.

### **Tree Warden**

- A temporary freeze was placed on the Tree Wardens budget pending discussion of his plan for tree cutting this year.

- Jim Robert explained that at the time of the Town Meeting half of the budget had already been spent, and the other half had been allocated for work to be done.
- (FG) It was wrong to initially increase your budget in a time when we are cutting everyone else. Could the work be delayed until things are better?
- Jim Robert explained that there are many areas that need attention including in front of the library, along Richards Ave, South St, Mower St and Brooks Rd.
- (FG) Are they over wires?
- Jim Robert explained that the ones on South St. are. Last year the Light Department gave me \$5,000 for tree removal, and maybe they will take care of the ones over the wires again this year, but I still need to pay police detail.
- **Motion (PB) seconded (JM) to unfreeze the Tree Warden budget and allow going forward with the way it was approved at Town Meeting. Unanimous, all in favor.**

### **Tax Collector to discuss properties in tax taking**

- Deirdre Malone spoke on the status of town properties in tax taking, and stated that when she first met with the board about this there was \$362,115 in tax taking and we are currently down to \$318,650. We are looking at doing a bulk auction in mid-November, so we can sell it all in one unit. I do still have a couple of people that are making payments.

### **Emergency Manager Interview**

- Mr. Michael Pingitore was present for the interview process with the Board.
- (PB) We will allow 20 minutes for the interview and then an additional 10 minutes for any follow up.
- (JM) What does EOC mean?
- Mr. Pingitore replied Emergency Operation Center.
- (FG) Have you read the current emergency plan that we have?
- Mr. Pingitore replied yes I have. There are a couple of things that need to be updated.
- (PB) Who in Paxton has the ultimate responsibility for Emergency Management decisions?
- Mr. Pingitore replied the senior most elected official and down the line.
- (JM) Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
- Mr. Pingitore state that when he was an EMT with a private company he was at a life threatening structure fire in which he had to look at the cost effect of how many people were needed and the length of the shifts that would be needed to handle the incident.
- (FG) Share an experience you had in dealing with a difficult person and how you handled the situation.
- Mr. Pingitore replied that one time as an EMT Supervisor he had an employee that turned down a transfer. I ended up having to let that individual go.
- (PB) Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
- Mr. Pingitore referred to his day to day position as a fire fighter in Paxton. We are all Fire Fighters but come from different back grounds. I set expectations and goals for the team to accomplish the task.

- (JM) Name the four primary function groups?
- Mr. Pingitore replied 1. Fire/EMS 2. Police/Communication 3. Paxton Light Department 4. DPW.
- (FG) Tell me how you organize, plan, and prioritize your work.
- Mr. Pingitore replied that a SERC team would need to be organized, and then help with planning. All necessary employees need to be ICS certified, and when an emergency happens I will work with the Chiefs and organize the SERC team.
- (PB) Share an experience in which you successfully coordinated with others, and one that was not as successful, and what did you learn from this experience?
- Mr. Pingitore reflected on a time when he was at a three alarm fire and had to coordinate efforts at the scene. It was not an easy situation but we were successful. Another experience was at a brush fire. When we arrived it was much bigger than we anticipated, and we called for mutual aid. My partner was injured during the incident, and I realized that better communication should have been utilized in the incident.
- (JM) In your experience, what is the key to developing a good team?
- Mr. Pingitore replied that communication, setting goals and expectations along with training and sticking to the facts help develop a good team.
- (FG) Who is responsible for the following events? Evacuation.
- Mr. Pingitore – Police
- (FG) Hazmat
- Mr. Pingitore – Fire
- (FG) Flood
- Mr. Pingitore – DPW and Fire
- (FG) Tornado
- Mr. Pingitore – Fire
- (FG) Civil disturbance
- Mr. Pingitore – Police
- (FG) Weapons
- Mr. Pingitore – Police
- (PB) How would you maintain preparedness?
- Mr. Pingitore replied that he would train with neighboring towns. I would know what I have for resources. Make sure that all necessary Town Employees are ICS certified.
- (PB) We will now proceed with follow up questions.
- (JM) Originally you stated the Emergency Manager should report to the Fire Chief.
- Mr. Pingitore stated that my intention was to bring the Emergency Manager under the umbrella of the Fire Department. I have no problem with it being stand alone.
- (JM) Where there any questions that you were unprepared to answer.
- Mr. Pingitore replied that the ones with personnel experience took a moment.
- (FG) You stated you would ask for relief from your current position to presume the position of the Emergency Manager.
- Mr. Pingitore replied that my primary goal is to be the Emergency Manager, but my fire position would need to be filled.
- (FG) What if the Chief said no?
- Mr. Pingitore stated that the Chief knows the importance on the Emergency Manager.

- (FG) In organizing a SERC team would you train someone to fill in for you?
- Mr. Pingitore replied, yes.
- (PB) How would you organize a SERC team and do training?
- Mr. Pingitore replied that he would put the word out on cable, and the Landmark, and by word of mouth. At one point we had a SERC team and perhaps we could get some of those individuals back.
- (PB) Motivation. How do you keep a SERC team motivated?
- Mr. Pingitore replied that training is a good background as to what is involved. If people understand its importance, and you get the right people, they will stay.
- (JM) Volunteerism. What would you do if the Board of Selectmen and the Finance Committee said that we could no longer pay your position?
- Mr. Pingitore replied that I could see that occurring and I don't think that I would give it up. I may fight it, but I wouldn't quit.
- Mr. Pingitore requested that he ask the Board a few questions and was granted permission. What qualities do you want from an Emergency Manager?
- (PB) Leadership and bringing people together.
- (JM) The same as Peter, but also personalities and how people react in an emergency.
- (FG) Leadership and knowledge. Certification and the ability to communicate.
- Mr. Pingitore asked the Board how would you act and prepare to be the voice of the town.
- (PB) The BOS Chair is the media liaison and would coordinate so one voice is portrayed.
- (JM) That did happen during the ice storm. Every couple of hours a group discussion was held.
- (FG) It's the Chair. The BOS needs to be on board in regards to the resources.
- (PB) Thank you for your time and at the next meeting we will make a decision.

### **JK Scanlon**

- Andrew Baker with JK Paxton was present with Dana Angelo of EA Fish Development to discuss the current standing of the Senior Housing Project. Andrew Baker stated that in order to strengthen this project we reached out to EA Fish Development.
- Mr. Angelo introduced himself and gave some background information about EA Fish Development. The bulk of our work is done on low income developments. We are a full service development company. We have just finished two senior developments similar to what Paxton is looking to develop.
- (PB) Where are we at this point?
- Andrew Baker stated that they are to meet with Rick Trifero on Wednesday and we are looking at mid-November for a closing date.
- Mr. Angelo stated that all financial sides have commitment letters, and have assigned a closing attorney. We are asking that the land lease be updated to add EA Fish Development.
- **Motion (FG) seconded (PB) to modify the land lease to include EA Fish Development as a partner on the land lease for the Senior Development. Unanimous, all in favor.**

### **Field use after 6pm**

- (FG) I have concerns about the mosquito population around us and the increase in EEE cases. We may want to limit the use of town fields after 6pm. Holden has already made this move.
- (JM) I feel there is a need, but the Board of Health and Recreation should be part of the decision.
- (FG) This may set a future precedent so that we look at this in a timelier manner next year. The Board of Health does also have a responsibility here.
- (PB) I am not big on banning things. Paxton Youth Soccer would be the primary user of the fields, and they are not associated with the Town. I hope we would allow individuals to be responsible and take the care of the children into their own hands, as we saw with the recreation movie night.

### **Meeting Minutes**

- **Motion (JM) seconded (FG) to approve the Regular Meeting Minutes for September 13, 2012. Unanimous, all in favor.**
- **Motion (JM) seconded (FG) to approve the Executive Meeting Minutes for September 13, 2012. Unanimous, all in favor.**

### **Gas budget**

- (JM) I have a concern with Police shift coverage. The State Police may be covering some shifts soon. We should get an update from Fire and Police as to where they are with the budget cuts. A regular update should be given from these departments.
- (PB) I would think that our Town Administrator would be keeping an eye on this.
- (FG) We need to watch all the budgets. We need to look at the weekly report that is produced.
- (PB) The Town Administrator can watch this and add a report to her update on how budgets are doing.

**Next meeting scheduled for Monday, October 1, 2012, at 7:00pm.**

**Adjourned Meeting at 8:28pm, 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:**

Town Administrators Update

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Peter Bogren, Jr.  
Chairman

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John F. Malone  
Vice Chairman

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Frederick G. Goodrich  
Clerk