



Town of Paxton  
Board of Selectmen  
697 Pleasant Street, Paxton, MA 01612  
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## Regular Meeting Minutes

**Monday, April 1, 2013**

**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.

### **Community Innovations Challenge Grant**

- Sargent Marino from the Rutland Police Department was present to discuss the grant that has been received in the amount of \$86,000 to set up a regional ACO for the Towns of Rutland, Oakham, Barre and Paxton. The original site for this program was the DPW building in Oakham, but the neighbors have expressed some concern and ask them to look into other options.
- **(JM)** What do you anticipate the future costs will be to keep this program running?
- Sargent Marino stated that we are just asking each town to give us what they have put in their budget for their own ACO.
- **(JM)** If the town's funds exceed what is needed what will happen to the excess?
- Sargent Marino stated that it will go into a fund for future support. Plus we will be collecting fees which will help sustain the program.
- **(FG)** Who decided that Laura Pease would be the full time ACO for the region?
- Sargent Marino stated that that decision was made prior to him being involved.
- **(FG)** That is something that all four towns should have participated in.
- Sargent Marino stated that the insurance for the ACO is being covered by the Town of Rutland and the dispatching will go through Rutland as well.
- **(PB)** posed a question to Mr. Goodrich. Do you have concerns with the dispatch being in Rutland?
- **(FG)** Our dispatch is more capable than Rutland, and I do have concerns that Paxton has not been more involved with some of these decisions.

- Sargent Marino replied that this grant was just recently awarded, so no one has really had the opportunity to get together and discuss it.
- **(FG)** I do have a concern over the coverage and the amount of time that it will take the ACO to get to Paxton.
- Sargent Marino said that they are looking at adding a part time person to help with responses.
- **(FG)** I don't see any neighborhood patrolling being done with this type of a program.
- Sargent Marino stated that he has requested but has not been provided with any records for calls that the current ACO has done.
- **(CR)** I just received that report today, and I will pass it on to everyone.
- **(JM)** What about rabid or wild animals?
- Sargent Marino stated that those types of animals are handled differently, and are not the responsibility of the ACO.
- **(PB)** I don't think that it is necessary for all the town boards to meet over every decision to be made. I think a simple heads up as to what is going on will be sufficient and provide us a chance to express any concerns that we may have.
- Sargent Marino stated that the quality of service will go up for all of the towns. We will have a new facility, new vehicle, and there will be accountability for the position.
- **(FG)** Asked the Town Administrators opinion.
- **(CR)** I'm concerned that we don't budget enough for the ACO account at this point, and you have a person how has been in this position for 18 plus years. How do you handle that?
- Sargent Marino explained that there will be a need for a part time person to cover vacations, sick days and if the ACO is already out on a call. They are looking at an hourly rate of \$15.32/hr. As we go along we will need to decide on a uniform fee for all the towns. We will keep this in an account and roll it over each year.
- **(CR)** The second person would be hourly based.
- **(FG)** Would you look at putting say a 3 hour minimum for a call out?
- Sargent Marino agreed that yes I would see it going that way.
- **(FG)** Who will have control over the fund?
- Sargent Marino states that the Rutland Police Chief will oversee it.
- **(CR)** asked Sargent Marino that since he has taken the lead on this so far, would a committee be established later on to continue running it?
- Sargent Marino replied that yes, by July 1<sup>st</sup> we would like a representative from each town in place.
- **(FG)** I have a concern about what will happen in 2 or 3 years. I would like to see some sort of a plan laid out.
- **(PB)** We talk again and again about regionalization. This is our chance to give it a try.

#### **Signing of the warrants for the Special State Primary and the Annual Town Election**

- Town Clerk Sue Stone requested that the Board sign the warrant for the Special State Primary and the Annual Town Election.
- All three board members signed the requested documents.

### **Lease for 10 West Street**

- Jim Laingor of the Land and Sea Market presented a plan with answers to some concerns that were raised by the board at their last meeting.
- The area between the back parking lot and the Paxton Marketplace needs to remain blocked off so that cars cannot go through.
- Jim Laingor assured that it will remain blocked off and a discussion occurred about the direction in which cars should park in the back of the building. Mr. Goodrich suggested that the cars park horizontally rather than in a vertical manor which the plan shows. A sign will also be put up to make patrons aware that there are children playing in the area.
- **(JM)** Wanted to make sure that Mr. Laingor understands that the town does have plans to renovate the Town Hall which would include using the area at 10 West Street for a parking lot due to an expansion out the back of the Town Hall.
- Mr. Laingor replied that the five year lease will allow him to at least recoup his expenses and then he understands that he is taking a chance as to whether or not the building will remain available.
- **(FG)** What do you expect the renovations will cost you?
- Mr. Laingor stated that he estimates a minimum of \$15,000.
- **(FG)** Just to make you aware that the septic to that building is in the parking lot of the Town Hall.
- Mr. Laingor stated that we don't utilize a lot of water, so it should not be a problem.
- **(FG)** The Town Hall will still need access through the back door in order to get to records that are stored in the basement.
- **(CR)** The bid asked that you hold off on asking for a monthly payment until January 1, 2014, due to the his upfront cost to do the improvements.
- **(FG)** Would you be able to do something in the line of payment?
- Mr. Laingor stated that we could look at something, because I need to get in as soon as possible.
- **(PB)** Would \$150.00 be agreeable from now until 1/1/2014 and then it will go up to \$500.00 after 1/1/2014.
- Mr. Laingor was agreeable to this. A lease will be drawn up with all the agreed upon items for each party to review and sign as soon as it is completed.
- **Motion (JM) seconded (FG) to award the bid to Jim Laingor for the property located at 10 West Street. Unanimous, all in favor.**

### **Report of Town Owned Property**

- Carol Riches provided the Board with a report from the Sale of Town Owned Property Committee and reviewed their findings. At this point in time the committee's recommendation is to take no action with these parcels and review them again in about 12 months' time. Land sales are currently not happening in Paxton at this time either.
- **(FG)** Could we please get a street address for each of these parcels?
- **(PB)** This was a good practice and in a year from now we can revisit it. Place on agenda for the end of February 2014.
- **(FG)** Could we include the assessed value of each parcel as well?

### **Reopen and close the Annual Town Warrant**

- **Motion (JM) seconded (FG) to reopen the warrant for the Annual Town Meeting on May 6, 2013. Unanimous, all in favor.**

#### **Article 19.**

Title V Receipts

**Motion (JM) seconded (FG) to accept the article as written. All in favor.**

**Motion (JM) seconded (FG) to accept this as article #1. All in favor.**

- **Motion (JM) seconded (FG) to close the warrant for the Annual Town Meeting on May 6, 2013. Unanimous, all in favor.**

### **Meeting Minutes**

- **Motion (JM) seconded (FG) for discussion.**
- (FG) We need to include the discussion we had about the lower parking lot ramp, and the potential danger of people going back and forth through that area.
- **Motion (JM) seconded (FG) to accept the requested amendment. Unanimous, all in favor.**
- **Motion (JM) seconded (FG) to accept the amended meeting minutes from the Regular meeting on March 18, 2013. Unanimous, all in favor.**

### **Make recommendation on warrant articles for the Annual Town Meeting**

#### **Article 1.**

Budget

**Pass over at this time.**

#### **Article 2.**

Money from available funds

**Motion (FG) seconded (PB) to recommend approval. All in favor.**

#### **Article 3.**

Free Cash

**Pass over at this time.**

#### **Article 4.**

Police Cruiser

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

#### **Article 5.**

DPW Pickup Truck

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

**Article 6.**

Fire Department

**Pass over at this time.**

**Article 7.**

Bay Path renovation project.

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

**Article 8.**

Water Tank

**Pass over at this time.**

**Article 9.**

Open Government Act

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

**Article 10.**

Rescind Capital Outlay

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

**Article 11.**

CIPC bylaw

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

**Article 12.**

Chapter 90

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

**Article 13.**

Revolving Funds

**Motion (JM) seconded (FG) to recommend approval. All in favor.**

**Article 14.**

WRSD

**Pass over at this time.**

**Article 15.**

WRSD

**Pass over at this time.**

**Article 16.**

WRSD

**Pass over at this time.**

**Article 17.**

WRSD

**Pass over at this time.**

## **Article 18.**

WRSD

**Pass over at this time.**

## **Article 19.**

Title V Receipts

**Motion (FG) seconded (JM) to recommend approval. All in favor.**

### **Appoint Bob Hayes**

- **Motion (JM) seconded (FG) to appoint Bob Hayes to the Master Planning Implementation Committee. Unanimous, all in favor.**

### **Town Administrators Goals and Evaluation**

- **(PB)** I have updated the form that was used in the past. I have just simplified it a bit.
- **(FG)** I would like to get a copy of the goals that were established last year.
- **(PB)** This was missed last year and her goals are outdated. For our next meeting on April 15<sup>th</sup> please come up with your goals for Carol. In the past goals have been hard to measure. Goals should be attainable and measurable.
- **(JM)** If the Government Act article passes at Town Meeting, then the scope of her position will change.
- **(PB)** The Town Administrators contract does say that goals can be changed, so we may have to do some tweaking, but let's get them in place and then see if we have to amend anything. A long list of goals is not exactly realistic either.

### **Town Administrators Update**

#### **Audit**

I have received an engagement letter from Scanlon & Associates to provide audit services to the town for one year only (FY13 Audit). If the Board of Selectmen Chair wishes to sign this proposal I will inform everyone involved of this change.

- **Motion (FG) seconded (JM) to approve a one year agreement to have Scanlon & Associates perform the Town audit for FY13. Unanimous, all in favor.**

#### **Fire Chief**

The Personnel Board met last week and reviewed the revised Job Description for the Fire Chief that includes the responsibilities for the EMS and Ambulance Services. The Board was cognizant that the review was based on the job description and not the person in the position. The position moved from Grade 13 to Grade 14.

I have amended the Chief's position on the wage scale based on this new grading and the addition of the ambulance.

**(CR)** This is based on 25 hours a week and you may want to look at doing an incremental increase. His current salary is \$28,559

(JM) We could do three increases over the next three years in order to get him into the 75% where he should be, which would be about \$3,000 increase each year.

(CR) An increase of about \$3,500 the first year would move him into the 25%, and then move him up from there.

(JM) We need to have finance agree to this as well.

(FG) Is anyone else out of line at this time?

(CR) I did the employees at the Town Hall

(FG) The Clerk is low, and the issue is the number of hours. Let's look at this at our next meeting.

- **Motion (JM) seconded (FG) to increase the Fire Chiefs annual pay for FY14 to \$32,072 to bring him to the 25% on the current wage scale. Unanimous, all in favor.**
- **Motion (JM) seconded (FG) to make a friendly amendment to the previous motion that after the initial increase in the Chief's salary to \$32,072 for FY2014 our intention is to move towards an increase the next year to 50% which would result in a salary of \$34,631 for FY2015 and the following year to 75% which would result in a salary of \$37,40 for FY2016 using the current pay scale. Unanimous, all in favor.**

#### **Storm water**

As I reported last month, the Stormwater Coalition group had requested a further \$200,000 under the Community Innovation Grant but were funded \$115,000. The group feels that they need \$200,000 to complete all the tasks that they had set out to accomplish. It was therefore agreed that each of the 30 towns would contribute \$2,833 each to make up the difference of the \$85,000. Although it is not a Water Enterprise expense it will be funded from this source. Each Town has been asked for their Board of Selectmen to sign an agreement; a draft of which is attached.

(JM) This is not from the Water Board itself.

(CR) There will be no further expenses through this grant.

- **Motion (FG) seconded (PB) to agree to an additional contribution of \$2,833 towards the Community Innovation Grant. (PB) approve; (FG) approve; (JM) recused himself.**

#### **Approve April licenses**

- **Motion (JM) seconded (FG) to approve the April licenses as follows. Unanimous, all in favor.**

JLC Donuts	Weekday Soft Drinks
Robinson Greenhouses	Nursery Stock & Florist
Howe's Farm Stand	Nursery Stock & Florist
	Jam/Syrup/Honey/Bread/Candy/Seeds License
	Fruit & Vegetable Stand License
Pleasant View Nursery	Nursery Stock & Florist
Paxton Sports Center	Weekday Soft Drinks
Paxton Marketplace	Weekday Soft Drinks

**Next meeting scheduled for Monday, April 15, 2013, at 7:00pm.**

**Adjourned Meeting at 8:55pm, 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