



Town of Paxton
Board of Selectmen
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Regular Meeting Minutes

Tuesday, May 28, 2013

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

Members Present: John F. Malone, Chairman
Peter Bogren, Jr, Vice Chairman

Carol L. Riches, Town Administrator

Attendees: Attendee List

The Chairman called the meeting to order at 6:00pm.

Hearing for propane tank license

- Tom Reed from EA Fish presented the plan for the Senior Residential Development in regards to the propane tanks that will be installed for heating. Paxton has no natural gas in town and propane is the cleanest gas to use. There will be four tanks on the site. They are located in what has been designated as a future expansion parking lot. This area is also the most convenient location for deliveries to be made.
- Henry Roma of CK Smith added that they are four 1,000 gallon underground tanks that are on cement pads and backfilled with sand.
- (JM) What happens to the sand bag over time?
- Henry Roma replied that it gets eaten up and goes into the soil, and it is not harmful at all to the ground soil.
- Mike Pingitore Fire Inspector stated that this is not new to the Town. This is the future. The state law says that anything over 2,000 gallons they need to have a hearing in order to obtain a license. I'm here to make sure that everything is up to code.
- (JM) Why is it better to be underground?
- Mike replied that a similar thing was done at Highland Village, but we have stronger codes now because the ones at Highland Village floated up, so now they require the cement pad for them to be attached to.
- (PB) Why do you prefer underground tanks?
- Mike stated that the technology is better. There is no corrosion factor, there is little external exposure, and underground is cooler in the summer.
- (JM) Is there any back flow prevention?

- Tom Reed replied that there is no backflow with these types of tanks.
- Paul Randall town resident asked why they are required to have this hearing.
- (JM) Anything over 2,000 gallon is required by state law to have a hearing.
- Melinda Johnson town resident asked how they are filled.
- Henry Roma from CK Smith replied there is a dome above the ground to fill the tank. There are very little problems with filling below ground. These tanks are 100 feet away from the building.
- Hank Stidsen town resident asked how far are the tanks from area abutters.
- Tom Reed replied at least 200 to 300 feet away.
- Gail Tracey town resident asked how often are they inspected.
- Mike Pingitore will inspect it at time of installation and then the gas company will inspect it every time that they fill it.
- Henry Roma added that once a year an additional meter reading is done as well.
- Gail Tracey town resident asked who often are bags replaced, and should a soil test be done?
- Henry Roma replied that in your worst type of soil conditions the bags will last 3 to 4 years.
- Gail Tracey town resident asked if the towns Fire Department was equipped to handle things if something went wrong with the tanks.
- Mike Pingitore replied that we can handle 99.9% of the instances that may occur. The gas company is responsible for handling any gas problems. The Fire Department can handle any evacuations that might be needed.
- Gail Tracey town resident asked if they will be tied down.
- Henry Roma stated that yes they will.
- (JM) Can we request that the Fire Inspector be there at the time of the tank inspection?
- Henry Roma replied that the drivers are trained and it could be done, but sometimes you run into a problem with scheduling.
- Mike Pingitore stated that under state law I can walk on that property to inspect a tank at any time.
- (JM) How far apart is each tank?
- Henry Roma stated that they are 3 feet apart with sand and backfill in between.
- Ronald Johnson town resident inquired as to why the Building Inspector was not present at this hearing.
- (CR) replied that this hearing falls under the jurisdiction of the Fire Department.
- Ronald Johnson asked that the Building Inspector be informed of what has been discussed here at this hearing.
- (PB) How often will these tanks need to be filled?
- Henry Roma stated that they will be filled about once every week to week and a half.
- Melinda Johnson town resident wanted to verify that the Holden Rd exit is only to be used for emergencies?
- (JM) Yes, that exit is only for emergency and we will make sure that it is set up that way.
- **Motion (JM) seconded (PB) to approve a license for the Senior Residential Development to have four 1,000 gallon tanks stored underground. Unanimous, all in favor.**

Sign warrant for Special State and Town Election

- **Motion (JM) seconded (PB) to sign the warrant for the Special State and Town Election. Unanimous, all in favor.**

PILOT Program

- Anita Fenton was present to discuss the future of the PILOT Program. The PILOT Program either needs to be dissolved or resurrected. In the past things had been done without the entire committee being involved, although I think that there are areas that can still be worked on with Worcester County Memorial Park, the City of Worcester and even Anna Maria.
- (PB) When the PILOT committee was first formed it was to look for new ways to obtain benefits for the Town. The AMC police and IT agreement are PILOT programs that the Town benefits from.
- (JM) We need PILOT to seek out new revenue streams.
- Anita Fenton asked what exactly will be the responsibilities of the PILOT Committee.
- (CR) To look for new revenue sources although we cannot force anyone to pay.
- Anita Fenton remarked that she would like boundaries on what PILOT can do.
- (PB) I would like to see not just looking for revenue but take it as far as we can. The committee should also select a new chairperson.
- (JM) I would like for the committee to meet and get a response back from the group as to whether or not the committee should continue.
- (PB) I would like to be the Select Board rep to the PILOT group. Requested that Carol direct this matter.

Tax Title Assignment Auction

- Deirdre Malone provided information in regards to the recent tax title auction. With the properties that went at the auction we have received the initial 10% payment and the remainder will be coming in June. A few parcels were pulled out due to issues with wetlands and recent owned transfers
- (JM) The auction was handled very well and this additional revenue will help our free cash.
- Deirdre Malone stated that it was suggested that this process should be done once a year to keep things clean. Tallage was very instrumental in guiding us through this process.
- (PB) I suggest that a thank you letter be sent to Tallage.

Changes to the Assistant Treasurer and Administrative Assistants positions

- (JM) Took a moment to thank Rosemary Buckley for her time with the Town.
- (CR) Explained that the part time Treasure's position would be reduced to 12hrs from 15hrs, and that the payroll and Human Resources portion of this position would come over to the Administrative Assistant. This would be a savings to the Town because no benefits would be needed for the Part Time Treasurers position.

- Deirdre Malone added that she will still handle her current responsibilities with payroll, and the Administrative Assistant will handle the inputting of payroll and Human Resources.
- (JM) These job descriptions will need to be updated.
- Deirdre Malone stated that she will also continue to do the health insurance for the retirees.
- (JM) The payroll process should also be looked at because I think that it can be stream lined.
- (PB) I would like Carol to quantify what exactly we will save with this change.

Lease on 10 West Street

- (CR) The owner has been held up because they do not have a building permit yet. You may want to start the lease on June 1st, because they have not been able to do any work in the building for the last two weeks.
- (JM) We are liable if anyone get hurts in that building.
- (PB) Our agreement was May 1st.
- (JM) Have the owner sign the lease and then we will sign it, but I want the first payment before we will sign.

Grant for Police Dog

- (CR) The Police are working on a grant from the Stanton Foundation that would provide the department with a police dog. The grant will pay for everything that is needed for the first three years. Officer Coggan's will be the one to take care of the dog, since he has been through the training before.
- (JM) What happens after the three years?
- (CR) Then we reapply for the grant.
- (PB) I think it is fantastic that our departments are going out and working on grants.
- **Motion (PB) seconded (JM) to agree to accept the grant which will provide the Paxton Police department with a police dog. Unanimous, all in favor.**
- Julia Pingitore a town resident spoke in favor of this grant stating that this would be a huge benefit to the town. Just recently we had a scare of a possible missing child, and it would have taken addition time to get a trained dog from somewhere else to come in and assist.

Code Red

- (CR) All departments have agreed on the program. They will get the material to us and put everything in place by July 1, 2013.
- (PB) I feel that the Fire Chief should be added to the training for this program.
- (JM) This will be a great communication tool for emergency situations only.
- **Motion (PB) seconded (JM) to approve and sign the agreement for Code Red. Unanimous, all in favor.**

End of year transfers

- **Motion (PB) seconded (JM) to approve the following end of year transfers. Unanimous, all in favor.**

<u>Account transferred to</u>	<u>Account transferred from</u>	<u>Amount</u>
0100-1145-5200-0000	0100-1146-5400-0000	800.00
6500-1450-5103-0000	6500-1450-5201-0000	878.18
6500-1450-5200-0000	6500-1450-5201-0000	2,833.00
0100-1915-5812-0000	0100-1915-5813-0000	750.00
0100-1915-5815-0000	0100-1915-5814-0000	5,000.00

June 25, 2013 override question

- (JM) My feeling is that we need to say our position, and at this point in time we do not support the override.
- (PB) Yes, I do not support the override either. I know that you said you would never support an override, but I believe at some point the towns and schools are going to be in need of an override. We are going to have to get away from school verses town and work together. We need to pay attention to what is happening at the state level. As local aid goes up and MLC goes down at some point an override would be needed.
- (JM) Over all I do not agree with an override. We have a cap of \$25.00 on our tax rate. At that point no further override, exclusion or 21/2 increases can be taken. We are in this together with the town and the school. At the rate we are going we could cap out at the \$25.00 rate in seven years. I would change my mind if it was needed in the future, but I don't support an override for an operational budget.
- (PB) Part of our operational budget was funded by the ice storm this year, so we need to be very careful on how we use those onetime cash infusions. We are also fortunate that our MLC went down this year.
- (JM) We need to make sure that we fund the Depreciation and Stabilization accounts.

Request to put up sign for 5K road race

- **Motion (JM) seconded (PB) to allow signs to be put up for the Bay State Equine Rescue 5K run on July 14, 2013. Unanimous, all in favor.**
- (PB) requested a copy of our sign by-law.

Frederick Goodrich Memorial

- At our June 10th meeting we will discuss this topic and we invite anyone that would like to attend to please come that evening.

Town Administrators Goals

- (PB) The presentation of the Town Administrators evaluation will be done on our June 10th meeting. I have reviewed it with Carol and I just need to formalize it.
- Mr. Bogren has completed his list of goals and Mr. Malone is just finalizing his. Mr. Bogren read aloud the goals that he has come up with, and Mr. Malone compared them to what he is working on, and Mr. Bogren encouraged Carol to come up with some of her own goals as well that could all be reviewed together at the June 10th meeting.

Meeting Minutes

- **Motion (PB) seconded (JM) to approve the Regular Meeting Minutes from May 13, 2013. Unanimous, all in favor.**

Town Administrators Update

FY13 Budgets

- There are no major issues with the current budgets that the Departments cannot take care of by transferring within accounts. The Board will be seeing these transfer requests come through over the next five weeks.
- The final Snow & Ice deficit amounted to \$28,785.45. This will be accounted for in FY2014.

Senior Residential Development

- Backfilling and plumbing is currently taking place
- Stump grinding should start this week
- Loam is continuing to be screened
- Paxton Light has inspected their conduit for the electricity to the building and should be backfilled today
- Slabs should be poured by the end of next week
- Framing is to take place around June 7th
- Updating to the Landscape plan is being undertaken to avoid the headlights of cars entering the parking lot (when finished) being seen by the neighbor to the property
- Rick Trifero, Building Inspector is working with the officials both on and off site to ensure that the project runs smoothly. This is obviously taking up a great deal of time but he is doing an excellent job as always keeping on top of everything.

Part-time Treasurer/Collector Position

- We have advertised for this opening and have received 31 applicants to date. The application deadline is June 4, 2013.
- (CR) will provide an update on the June 10th meeting as to how the selection process is going.

Council on Aging

- The COA hosted the Council on Aging Regional Board Training last week which included seven towns. A thank you note from the Executive Office of Elders Affairs is attached

Other items

- (JM) I would like to congratulate Kathy Card and the Memorial Day Committee for getting the Memorial Day tribute together for the town.
- (JM) Do we want to look at having a candidate's night for the two individuals running for the open Select Board position?
- (PB) I think that is a good idea and we could have the cable committee record it.
- (JM) Let's get a hold of both candidates and invite them. Carol can work on setting up a format with questions and a timeline and Peter will moderate the process.

Next meeting scheduled for Monday, June 10, 2013, at 7:00pm.

Adjourned Meeting at 8:12pm, 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

Peter Bogren, Jr.
Chairman

John F. Malone
Vice Chairman