



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

Monday, June 10, 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 7:00pm.

Meeting was opened with an announcement on behalf of the Historical Commission that there is an audio CD available with the history of Paxton. The cd costs \$5.00 and is about one hour in length. If interested please contact Anita Fenton.

Paxton Housing Partnership

- **(JM)** The Paxton Housing Partnership did a great service to the Town of Paxton, and we owe them a great deal of gratitude for the fifteen plus years they spent on this project.
- **(PB)** The persistence of the Paxton Housing Partnership was amazing.

Memorial to Frederick Goodrich

- **(JM)** Requested of Mrs. Goodrich what she would like to see done in Fred's remembrance.
- Mrs. Goodrich express that Fred would like to have seen the horse trough brought back and the wrought iron fence replaced.
- **(CR)** Expressed that the horse trough has moved to a location out of town, and the current owner of the wrought iron fence does not want to give it back to the town.
- **(JM)** I would like to see a plaque placed in the Town Hall detailing the areas where Fred was involved with the Town. Mr. Malone asked Mrs. Goodrich and her family if that would be acceptable and it was agreed that yes it would.

Regionalization of the Animal Control Officer

- **(JM)** We need to make a decision as to whether or not we are going to regionalize the Animal Control Officers position so that we can give Pete an answer. We haven't heard anything more from Rutland. We have not been told as to where the housing has ended up, and we are only a couple weeks away from the July 1st start date. I don't think we should go with it for this year, and we leave it with Peter.
- **(CR)** I have not heard anything else. From what we know they are going to take our budget for this year and then see what next year brings. They would just be waiting for our response.
- **(PB)** Will anything happen to the grant if we do not go along with it?
- **(CR)** I asked that question in the beginning and it would not affect the grant.
- **(PB)** I agree if they can't respond then we don't go forward with the regionalization of the position.
- **(JM)** Send a letter to Rutland that we will not participate.
- **(PB)** The letter should include that we tried to contact them and received no response.
- **(JM)** A letter should be sent to the BOH that we recommend that the Peter Warren be reappointed.
- **Motion (JM) seconded (PB) to recommend that Peter Warren be reappointed as the Animal Control Officer for FY2014. Unanimous, all in favor.**
- **(PB)** Thanked Peter Warren for his input during this process.

Lease on 10 West Street

- **(JM)** We have received the rent for May and June and the lease has been signed.
- **Motion (JM) seconded (PB) to approve entering into a lease for the Town property located at 10 West Street with James Laingor (owner of the Land and Sea). Unanimous, all in favor.**

Appointments for FY2014

- **(PB)** Prior to doing the appointments I would like to suggest that we enter into a contract with the Fire Chief rather than just doing an appointment each year. There are items that should be in writing with positions such as this one which we greatly value.
- **(CR)** We can do the appointment for one year this year and then work on a contract for next year.
- **Motion (PB) seconded (JM) to approve the appointments as presented for the upcoming fiscal year 2014. Unanimous, all in favor.**

Bid for Pumper

- Fire Chief Jay Conte was present to discuss the details of the bid for the pumper truck. The due date to take delivery on the truck for the FEMA grant will be in March of 2014. We need to have the bid signed by the Board in order to have the vehicle completed in time. We talked to four of the main truck manufacturers.

One was to expense right away. The others were interested but we only received one bid. This truck will do everything that we need it to do for the next 30 years. A committee of 12 members worked together to do this. Grants are free money, but they are not easy money. I would like to get this signed tonight so that we do not have to put an extension on the grant.

- **(PB)** Why did you want to go with some other manufactures at first?
- Jay replied that when it was decided what we wanted the other vendors prices came in way to high.
- **(PB)** I'm just concerned that we are getting the features that we need.
- **(CR)** FEMA wants a \$100.00 per day penalty on the manufacturer if the truck is not delivered on time.
- **Motion (PB) seconded (JM) to approve and sign the bid from KME for the pumper truck. Unanimous, all in favor.**
- **(JM)** Could you keep us updated on the trade in of the Rescue. I would also like to pass along my appreciation. We don't thank you enough for what you do. Also to the 12 that are on the committee, thank you very much. The more grants we receive the better off we are.
- **(JM)** Took a moment aside to also thank Peter Borgen for all of his efforts during this past year.

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>
0100-1543-5700-0000	0100-1106-5200-0000	455.00
0100-1146-5200-0000	0100-1146-5400-0000	42.77
0100-1145-5200-0000	0100-1146-5400-0000	293.44
0100-1915-5816-0000	0100-1192-5200-0000	1,500.00
0100-1145-5200-0000	0100-1146-5400-0000	251.00
0100-1162-5200-0000	0100-1161-5400-0000	500.00
0100-1162-5200-0000	0100-1161-5200-0000	600.00
0100-1162-5200-0000	0100-1163-5200-0000	250.00
0100-1162-5200-0000	0100-1163-5400-0000	150.00
0100-1162-5400-0000	0100-1163-5400-0000	100.00
0100-1543-5700-0000	0100-1192-5200-0000	180.00

Request from Congregational Church

- **(JM)** The Congregational Church is requesting to utilize the town common for their annual yard sale, and to place signs in town for advertisement.
- **Motion (JM) to allow the Congregational Church use of the Town Common for annual yard sale and to post sing in town. Approved. Peter Borgen recused himself from this vote.**

Meeting Minutes

- **Motion (PB) seconded (JM) to approve the Regular Meeting Minutes from May 28, 2013 with noted corrections. Unanimous, all in favor.**

Follow up conversation in regards to Candidates Night

- **(PB)** One of the Cable Committee members is going to get a different moderator. I will not be moderating.
- **(CR)** The Town Moderator is going to moderate the candidate's night.
- **(JM)** Do we know what night it will be?
- Julia Pingitore one of the candidates who was present at the meeting stated that she was told it would be June 17th.
- **(PB)** I was told that I can submit questions and the cable committee will set it up.
- Scott Wilson, Cable Committee member stated that this is a Cable project and the last he know it would be June 19th or 20th.
- **(JM)** Do you know what the format is?
- Scott Wilson replied the candidates will get the questions in advance and there will be no audience.
- **(PB)** Who is choosing the questions?
- Scott Wilson replied that the moderator will choose.
- **(PB)** Do you know why we are not allowing an audience?
- Scott Wilson stated that this is just an introduction.

Town Administrators Update

- **FY13 Budgets**

All shortages are being addressed through transferring within accounts at this time

- **Senior Residential Development**

1. The development has been named "The Hills at Paxton Village" by EA Fish
2. First floor framing will start on Wednesday
3. Second floor trusses will follow on June 19th

- 4. **CCR**

The Water Department has completed the 2012 CCR report and the results are on the Town's website at townofpaxton.net and hardcopies are available at Town Hall. These will not be mailed.

Part-time Treasurer/Collector Position

We have received 37 applications for this position and will conduct interviews this week.

- **Council on Aging**

The COA part time Outreach Coordinators position has been advertised and we have received one application to date.

- **C90 Funding**

According to MMA “The administration is notifying cities and towns that it plans to release just half of the \$300 million authorized by a bond act for the Chapter 90 local road and bridge program for fiscal 2014.

The one-year Chapter 90 bond act, unanimously approved by the Legislature and signed by the governor a week ago, represents a 50 percent increase for the reimbursement program – from \$200 million to \$300 million. But the governor’s recent decision will result in a 25 percent cut instead.

The administration is citing multiple transportation priorities and the unresolved issue of available revenue as the reasons for withholding \$150 million in road maintenance funding from cities and towns.”

- **Paxton Days is June 22, 2013 from 11am to 3pm on the Wentworth Field**

Town Administrators Goals and Objectives

I. Financial

1. Town administrator will set up the Financial Management Team as described in the Government Act passed at Town Meeting, Section 11, Subsection C. Financial management Team shall begin regular monthly meetings starting July 2013.
2. Town Administrator will develop monthly financial reports as to how current fiscal year budget is being maintained. Reports will be presented to Board of Selectmen at the first Board of Selectmen meeting of each month.
3. Review all warrants to be signed by Board of Selectmen before presentation to the Board. Indication of review shall be provided in writing.
4. Identify areas of potential savings and potential budget crises.
5. Work with Finance Committee on increasing Capital Depreciation account and Stabilization account.

II. Human Resources Management and Labor Relations

1. Review and revise personnel policies as necessary.
2. Develop an evaluation tool for each position currently lacking such a tool.

III. Community Relations

1. Attend off hours community events. It is unreasonable for the Board to request attending all community events, but a visible presence should be made throughout the community.
2. Develop positive and productive relationships with business and other groups such as AMC and WRTA that are important to the Town of Paxton.
3. Improve quality and quantity of information being disseminated to the citizens of Paxton.
4. Conduct the town’s business in an open and transparent manner; maintain credibility with the media and general public.
5. Through local access cable TV, produce a show that helps introduce department managers and elected officials to the citizens of Paxton.

IV. Quality of Life

1. Continue working with Council on Aging and Recreation Directors to expand and improve programs.

V. Planning and Economic Development

1. Continue to monitor the progress of the affordable senior housing project and update the Board of Selectmen as necessary.

VI. Town Government Efficiency and Effectiveness

1. Ensure that appointed town boards and committees are adequately supported by staff
2. Strive to ensure that the best possible quality of services is delivered to the public efficiently with courtesy and respect.
3. Continue with the enhancement of the town's web site.

VII. Service and Support to the Board of Selectmen

1. Keep the Board of Selectmen well informed of the matters under her control.
2. Prepare high quality analyses and accurate information regarding the various issues facing the town.

VIII. Relationships with other levels of Government

1. Continue to foster positive working relationships with agencies of other towns, the Commonwealth of Massachusetts, and the Government of the United States.
2. To assist the departments with grants and pursue funding opportunities in support of town priorities and policy goals.
3. Stay abreast of and perform research involving governmental legislation, policies and regulations.

IX. Personal Goals

1. Networking with other Town Administrators is important. It is my intention to find time to do more of this as time allows.
 2. Similarly, I intend to attend more informational seminars as time and funding allows.
 3. To assist the Water Commissioners with exploration of replacing the Maple Street water tank; this involves seeking funding, analyzing the cost to customers as well as the procurement element.
 4. To finalize the renewal of the Charter Cable Contract prior to its expiration in September 2013.
 5. To successfully transition the human resources of the town from the Treasurer's office to the Administrative Assistants position.
 6. Work with WRTA and other parties to analysis the feasibility of a bus service in town through use of the transportation assessment.
 7. To follow the progression of the Government Act through legislation and implement when finalized.
- **(PB)** The Goals should be posted on the website, and we can add to this when the new 3rd member joins the Board.

- **(CR)** Everything looks very good. I will give a report in a couple of months with the progress of these goals.
- **Motion (JM) seconded (PB) to accept the Town Administrators Goals and Objectives for FY2014. Unanimous, all in favor.**

Town Administrators Evaluation

- **(PB)** The evaluation was outstanding. The cumulative score was 89.7%. Overall it has been an outstanding tenure.
- **(JM)** These are public documents so anyone is welcome to come up to the Town Hall to view them.
- **(JM)** Carol keeps our town the type of town that we all want to live in. She does a lot of support not everyone hears about.
- **(PB)** Carol goes out of her way to thank people for the work that they do. She does put in the extra effort.

Other items

- **(JM)** Look to see if maybe we could hold just one meeting during the months of July and August if acceptable to Peter.
- Depending on the budget and possible need for a special town meeting I think we should plan on 2 meetings in July and possibly one in August.

Next meeting scheduled for Monday, June 24, 2013, at 7:00pm.

Adjourned Meeting at 8:26pm, Unanimous all in favor.

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant

Documents filed with Meeting Minutes:

Agenda

Attendance list

Appointments for FY14

Documents from the Meeting filed in BOS office:

Town Administrators Update

Town Administrators Goals and Objectives

Town Administrators Evaluation

Peter Bogren, Jr.
Chairman

John F. Malone
Vice Chairman