



Town of Paxton
Board of Selectmen
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Regular Meeting Minutes

Monday, August 19, 2013

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

Members Present: John F. Malone, Chairman
Peter Bogren, Jr, Vice Chairman
Julia N. Pingitore, Clerk

Carol L. Riches, Town Administrator

Attendees: Attendee List

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

Appointment of Paul Robinson

- **Motion (PB) seconded (JP) to appoint Paul Robinson to the Scenic Byway Committee. Unanimous, all in favor.**

Ambulance Contract

- Julia Pingitore recused herself from the following discussion to avoid any potential conflict.
- Chief Conte presented the Board of Selectmen with a 3 year contract with Spencer Rescue. I would like to see this go forward for another three years. We really are not equipped to do this ourselves yet. We will incur some expenses for 2nd calls on BLS, and for restocking any supplies that we use on BLS. Between payroll and supplies I would estimate about \$18,000 in expenses, but we should bring in about \$51,000 in revenue. We would like to set up a revolving account for this, so we are working with the Town Accountant to see what can be done. Starting Sept 1st we will be on our own for BLS overnight.
- **(PB)** Sometimes we will still use Spencer or Worcester?
- Chief Conte replied yes, for an intercept call.
- **(PB)** Supplies? We reimburse Spencer Rescue. Is that how we do it now?
- Chief Conte stated that Spencer Rescue goes through to see what we need and the company bills us directly.
- **(PB)** Page 8 of the contract under the title Default where it states only 30 days' notice needs to be given to Paxton if Spencer Rescue wishes to pull out of the contract seems unfair.

- Chief Conte stated that if needed the town can write up any disputes that we have and if they cannot be resolved then we can get out of the contract as well.
- **(PB)** On Attachment A section II part (b and c) I have a concern about the \$25,000.
- Chief Conte stated that with the recent changes in health care it had made it difficult to budget revenues. That is why I would like to run this for another three years to see where we are at. If you want it can be renegotiated.
- **(JM)** Leave it the way it is now and in three years we can look at it again.
- Chief Conte replied that we can go on our own, and we can use Holden and Rutland, or we can go back to Spencer and say that we would like to see certain changes. We will ask for another meeting and give it another shot.
- **(JM)** Put this on our next agenda.

PCS Maintenance

- Jack and Julia met with James Carvello, Joe Scanlon and Kathi McCollumn at Paxton Center School to do a walk through the building to discuss maintenance issues to see if some items that could become costly to repair down the road could be handled now for at a lesser cost.
- **(JP)** Provided an update as to what they discussed. There are items that the school will be working on themselves such as the overhand to the front entrance. The padding on the walls in the gymnasium. Maintenance on the boiler, and the carpeting and lighting in the library. Other items that need attention include the area outside the art and music rooms on the back of the building. The grading is an issue because at time the water can get backed up and come right into the school. In the middle school the urinals in the boy's bathrooms need to be replaced. The heating system is an issue because of the outside vents which need to be cleared of snow. The pavement in the parking lot needs to be redone. The computer lab ventilation is an issue as well. The kitchen appliances are substandard. The blinds in the cafeteria need replacing. They are currently getting bids to set up a security system for the school. The town is also looking at setting up a camera outside the school. Lastly the school runs into an issue with residents coming down to use the playground during school hours while the kids are outside at recess. In speaking with Recreation we should look at posting a sign with the hours that the playground is being utilized by the school and ask residents to not come during those hours. Principal McCollumn stated that of the current issues the drainage problem was her priority.
- **(JM)** I would like to see us set up a committee to keep up with the needs of the school, and also to set up an account to help with the maintenance costs of the school as well.
- **(PB)** Offered to touch base with some of the key school members and see if they were agreeable to putting a committee together to work on issues that the school has.
- **(JM)** As the liaison to DPW I will talk to Mike Putnam about the schools drainage issue.
- **Motion (PB) seconded (JP) to contact the appropriate individuals and work together on the upkeep of the school. Unanimous, all in favor.**

Liaison Program

- **(JM)** Continue our discussion from our last meeting. Does anyone wish to comment?
- **(JP)** I feel that the Department Heads should be able to go directly through Carol, and the other Committees should be able to contact their liaison.
- **(PB)** The program should continue. It just makes for another person that people can go to.
- **(JP)** I feel that it is important to keep the Town Administrator in the loop at all times.

Special Town Meeting

- **Motion (PB) seconded (JP) to schedule a Special Town Meeting for Monday, September 30, 2013 at 7pm at Paxton Center School. Unanimous, all in favor.**
- **Motion (JP) seconded (PB) to open the warrant for the Special Town Meeting on Monday, September 30, 2013. Unanimous, all in favor.**
- **Motion (JP) seconded (PB) to close the warrant for the Special Town Meeting on Monday, September 9, 2013. Unanimous, all in favor.**

The use of Town Counsel

- **(CR)** Just a reminder that if anyone needs to contact Town Counsel they are to go through the Town Administrator first.

Key Policy

- **(CR)** The Police Chief and I put together a key policy for the Public Safety Building and also for the other town buildings. There is also a key release policy as well. We will get together a list of everyone that has keys and record them. There has also been a letter put together that provides a set of rules for use of the White Building.
- **Motion (PB) seconded (JP) to accept all key policies. Unanimous, all in favor.**

Chapter 90 Project Requests

- **Motion (PB) seconded (JP) to approve the Chapter 90 Project Request for Whitney Drive. Unanimous, all in favor.**
- **Motion (PB) seconded (JP) to approve the Chapter 90 Project Request for Davis Hill Rd. Unanimous, all in favor.**
- **(PB)** Is this from 122 to the culvert or from the culvert to the end of Davis Hill?
- **(CR)** I will verify this.

Meeting Minutes

- **Motion (PB) seconded (JM) to approve the Regular Meeting Minutes from July 29,**

- 2013. Unanimous, all in favor.
- Motion (PB) seconded (JM) to approve the Executive Meeting Minutes from July 29, 2013. Unanimous, all in favor.
- Motion (PB) seconded (JM) to approve the Regular Meeting Minutes from August 2, 2013. Unanimous, all in favor.

Town Administrators Update

1. FY14 Budgets

2. Senior Residential Development

- South area roof sheathing progressing
- North Bay gable installation progressing
- Grading and rolling in progress at the north parking area
- Propane tanks installed
- South stair completed to second floor

3. Surplus Equipment

At the request of the Capital Depreciation Committee I placed the two replaced cruisers on an online government auction. The winning bids were \$601 and \$580. Please confirm that you wish me to release these two vehicles to the highest bidders.

4. Davis Hill Rd Culvert

The project has now been officially awarded to RA Hammond in the bid amount of \$103,360.40. A notice to proceed has been issued to the contractor.

5. Government Act

The Government Act went before the Committee on Municipalities on July 23rd in Boston. The Committee will review submitted testimony before releasing with recommendations. This will then move along to the senate.

6. Route 31 Corridor Study

Mike Putnam and I attended a further meeting of the Rt31 Corridor Study last week. This will soon be complete and the expectations are that we will be provided with a future vision of the traffic flow through Paxton in the year 2023. The study will also provide a list of suggested improvements along our strip of Route 31.

7. Stormwater

Mike Putnam and I attended the Kick-off meeting for the expanded stormwater coalition group last week. We now have thirty towns involved with this incentive. Through the grant and coalition Mike was able to borrow one of the two Leica units

that were purchased and map all the town's outfalls. This project took two weeks to complete but we now have precise locations.

Our consultant is predicted that the new Massachusetts stormwater permit will be released in November of this year and will expand on data collection and involve more documentation. Although the sampling before and after a storm may possibly be reduced.

Some of the deliverables with the new grant money from now until March 2014:

- Integrate the expanded communities and bring them to the point of the original communities
- Purchase tablets for expanded communities
- Complete all the standard operating procedures (SOP)
- Provide training through workshops on water quality sampling and People GIS
- Expand and enhance the stormwater website
- Industrial Stormwater review

8. COA Lighting

Earlier in the year I was asked to look into lighting up the parking lot behind this building. We found that a light was unable to be attached to the building as the fascia is not strong enough to hold a lamp. Greg Destasi, Light Dept. Manager did provide another option of installing a pole but the cost would be \$540 plus the cost of the electrician to do the work inside. The Light Dept. is willing to provide the labor and truck at no cost to the town. The light would be maintenance free and would come on and go off as necessary. Please advise whether you wish to go forward with this.

9. COA

The COA had their annual picnic on August 7, 2013 and it was well attended. It was good to see so many seniors enjoying the company of others. Jerry Ryan, COA Director did a great job of organizing the event.

10. Employee Picnic

The employee picnic is this Wednesday, August 21st at noon. All employees and committee members are welcome to enjoy lunch with us at the old Wentworth Pool area.

11. WRTA

They did vote to accept Paxton as a member of the WRTA.

(JM) I would like to see this wrapped up for our meeting on September 9th or 23rd.

Other Business

(JM) Have we received all of our storm money back?

(CR) The \$23,000 for the February snow storm will be coming in soon.

(JM) The library has a meeting coming up to discuss a change order for the lift. We may want to be there for support if needed.

Next meeting scheduled for Monday, September 9, 2013, at 7:00pm.

Adjourned Meeting at 8:48pm, 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

Key Policy

Key Release Policy

Peter Bogren, Jr.
Chairman

John F. Malone
Vice Chairman

Julia N. Pingitore
Clerk