



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

**Monday, September 23, 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.

### **Scenic By-ways**

- Anita Fenton and Paul Robinson were present to discuss recent events for the Scenic by-way. On the section of Route 122 from Paxton to Petersham, this would also include New Salem and Orange. Each town would have a kiosk with information about the by-way and their own community as well. The kiosk would provide information about travel services, local attractions, parks and recreation, cultural and historical information as well. We have approached Bay Path to see if they would be interested in helping with the design of the kiosk. We would need five kits that the students would design, and then the towns would keep them up. We are looking at selling spaces on the kiosk in order to raise money for the upkeep of the structure. We are waiting to hear back from Bay Path on the cost and details, and hope to assemble it in the spring with some volunteers and perhaps some assistance from DPW. We have looked at potential sites for the kiosk and felt that the town land at the end of Camp Street on 122 would be our best option. At this point we need your approval to assemble this on Town land.
- **(JP)** Where are other towns locating them?
- Anita Fenton replied that each town has picked a site on town property, and that Paxton would be the first town in the route with the kiosk.
- **(PB)** Do you have an idea of the number of people that might stop?
- Anita replied that we do not have any numbers.
- **(CR)** I am concerned over the location that has been selected. There have been a number of accidents in that area.
- **(PB)** Who is responsible for the upkeep of the kiosk?

- Anita replied that the Scenic by-way committee and the town would be responsible.
- **(JP)** Could Bay Path help with the assembly of the kiosk?
- Anita replied that perhaps for Paxton and Rutland because we are in their district.
- **(PB)** I also have a concern about the bend in the road at that location.
- **(JM)** Check with Bob Desrosiers to see if he has any concerns about that location, and thank you for your continued work on this.
- **Motion (JP) seconded (PB) to support moving forward with the Scenic By-way plans, but need further discussion over the location. Unanimous, all in favor.**

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

- Anita Fenton asked if the thermometer to show the fund raising efforts for the 250<sup>th</sup> could be placed outside the Town Hall in such a way that all three intersecting roads could view it.
- **(JP)** Could the sign be double sided?
- Rich Fenton replied that yes, they could.
- Anita Fenton expressed that once it is build we can see what location works best.

### **WRTA update**

- **(CR)** We are looking at running the bus for 14 hours a week divided between Wednesday and Friday.
- **(JM)** Let's revisit this at our next meeting.

### **PCS maintenance update**

- **(PB)** I will be meeting with three of the school members Kathi McCollumn, Jim Covello and Joe Scanlon along with Mike Putnam and Rich Fenton. We are going to look ten years out at major systems. Joe has already been working on this and we will get together in the next couple of weeks.
- **(JP)** My main concern is the drainage issue.
- **(CR)** I have talked to Mike about it, but he is low on manpower right now so it will be a while.
- **(PB)** When will the DPW employees be back?
- **(CR)** One should be back today. One is having surgery tomorrow and the other one should be back sometime next month.

### **Discuss articles on warrant for Special Town Meeting**

- **(JM)** We should meet at 6:15 prior to the Special Town Meeting to discuss any final items. At this point I would like to discuss were we want to put the funds. We have \$60,000 left over from FY14 and \$502,313 in free cash for FY13. I would like to see \$130,000 go into the Depreciation account and \$70,000 go into the Stabilization account. That would leave \$302,313 for Free Cash.
- **(PB)** Do we know what Finances opinion is?
- **(CR)** They have not met yet. Rich invited me to their meeting on Wednesday.

- **(JM)** I would like to communicate our feelings to them prior to them meeting. I would like to keep the budgeted numbers the same as last year, and then project if any increases are needed.
- **(PB)** So we are cutting budgets from last year?
- **(JM)** There will be 2 ½ plus new growth. I want to use as little as possible.
- **(PB)** In the last 5 to 10 years what is the average amount we have received for Free Cash?
- **(CR)** We are up and down.
- **(PB)** I am concerned when we dip into a onetime revenue source to fund the budget. I suggest that we take a 7 year look at Free Cash and take out one time revenues to see what number we should be at.
- **(JM)** We cannot borrow anymore, and we need to put funds in the Depreciation and Stabilization accounts. Funds are low and we need to build them.
- **(PB)** We are not seeing eye to eye on this.
- **(JP)** I feel that the low \$200,000 is a more average range to look at.
- **(PB)** I think the \$200,000 is a better reflection.
- **(JM)** I would support \$200,000 in Free Cash.
- **(PB)** We should talk to Finance before we do anything.
- **(JM)** \$200,000 or \$250,000. What do you think?
- **(PB)** I'll go with the \$250,000
- **(JM)** Then do a 50/50 split on the difference.
- Providing totals in each of:
  - \$250,000 – Free Cash
  - \$251,663 – Depreciation Account
  - \$266,894 – Stabilization account

### **Worcester County Selectmen's Meeting**

- **(JM)** It was a good meeting, but I feel that it would be more beneficial to get more views from different towns that are involved in the meeting.
- **(JP)** I agree it would be a good source to share information.

### **Meeting Minutes**

- **Motion (PB) seconded (JP) to approve the Regular Meeting Minutes from September 9, 2013. Unanimous, all in favor.**
- **Motion (JP) seconded (JM) to approve the Regular Meeting Minutes from September 16, 2013, with changes as noted. Unanimous, all in favor.**

### **Town Administrators Update**

#### **FY14 Budgets**

No problems to report at this time.

#### **Senior Residential Development**

Rough electrical, plumbing and sprinkler work ongoing at second floor

Landscaping in progress

Trees planted along the entry road at the Grove Street entrance

55% complete

There is a ribbon cutting event taking place on October 17<sup>th</sup> at 2pm.

### **Snow Removal**

During the winter months, town owned building are not given full attention when it comes to clearing sidewalks. Often the DPW have a mammoth job of keeping the roads open and are unable to pull away from their routes to assist us with keeping the sidewalks open. I would like to propose that I hire someone or a business solely for this purpose. The funding would be provided through the Public Building account.

- (JM) I believe the library is looking for someone as well. Perhaps we could do a joint venture.
- (PB) Are you looking for a contract rate or a storm rate?
- (CR) Not sure, we will look at that.
- (PB) Make sure that we have insurance coverage.

### **Eagle Scout Project**

Steven Johnson has now completed his Eagle Scout Project to improve the trail at Illigs pond and build a bridge over the wettest area of the trail. The Recreation Commission was happy to sponsor this project and is pleased with the results. Steven did an excellent job.

- (JM) Send a letter to Steven from the Board of Selectmen.

### **Financial Policy Manual**

I have recently updated the Town's Financial Manual and provide a copy for your information. This has been reviewed and accepted by both the Town Accountant and Town Treasurer.

- (JP) What was changed?
- (CR) Update the information on reimbursements and updates some account numbers, and make sure all forms were included.
- (PB) Are we tightening up personal reimbursements?
- (JM) Yes, they have slowed but sometimes it's still needed.
- (CR) Recreation does have a lot and they do need to tighten it up.

### **Baypath**

I reached out to Baypath Vocational School to help renovate the ladies bathroom and replace the Town Hall ramp. I received a visit from Dave Montvale who reviewed the work needed with a view to presenting the projects to the school committee. I will keep you informed of any progress.

### **Tree Warden**

- The Deputy Tree Warden from Rutland has completed his evaluation and has presented it to the Conservation Commission. We should send a letter to the Rutland Board of Selectmen as a thank you.

### **Other Business**

- (JP) At our next meeting could we discuss the ambulance?
- (JM) Carol and I meet with Spencer Rescue on Friday and have not yet heard back from them in regards to that meeting. We expected Spencer Rescue to come

back with an apology. We are still in the process of gathering problems from Chief Conte and Mike Pingitore that will be forwarded to Spencer Rescue. We are still looking to stay with the six month contract and then look at it again in June.

- (CR) I will get a list to Spencer Rescue by the end of the week with the changes that we are looking for.
- (JM) On the agenda for our meeting on October 21, 2013 we would like to have Rick Trifero come in to discuss some items with the building department.

**Key policy**

- Dispatchers are not yet following the new key policy.
- (CR) I will stress the new policy at the Managers meeting.

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

**Adjourned Meeting at 8:37pm, 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

Scenic By-way plans

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Peter Bogren, Jr.  
Chairman

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John F. Malone  
Vice Chairman

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Julia N. Pingitore  
Clerk