



Town of Paxton  
Board of Selectmen  
697 Pleasant Street, Paxton, MA 01612  
(508) 754-7638 – phone (508) 797-0966 – fax  
dparsons@townofpaxton.net

## Regular Meeting Minutes

**Monday, June 2, 2014**

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

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

Attendees: Attendee List

The Chairman called the meeting to order at 7:45pm.

(JP) We will enter into Executive Session and will only be returning to the regular meeting for the purpose of adjourning.

### **Assessor's property access**

- (JM) Looking to set a policy that will assist the Assessors so that they can get into a property on a timely basis. Perhaps this could be done with the Fire Inspector or other town member.
- Kathy Stanley stated that every property needs to be visited once every nine years. There are some properties in town that have not been inspected in many years. Letters are sent out but often there is no reply. At time of closing when the Fire Inspector goes in to do a smoke detector inspection would be a good opportunity to inspect the property. The state does not require that a resident allow an Assessor into their house so you cannot set a policy that requires people to let you in. It may work better to set a policy where the Fire Inspector sets the appointment and the Assessors goes with him and pleads their own case as to why they need to inspect the property.
- (JM) We should have Kathy work with Carol to set up a policy of what we just discussed and then we will review it.

### **Employee Health Insurance**

- (JM) Asked to pass over at this time.

### **Revoke acceptance of MGL Chapter 40 Section 57**

- (CR) This needs to be accepted at a Town Meeting and not through the Board of Selectmen, so we need to revoke the acceptance from the last meeting.
- **Motion (JM) seconded (PB) to revoke the acceptance of MGL Chapter 40 Section 57. Unanimous, all in favor.**

- **Motion (JM) seconded (PB) to have MGL Chapter 40 Section 57 placed as an article at the next Town Meeting. Unanimous, all in favor.**

#### **Middle River**

- (PB) Recused himself from this discussion.
- (JM) Mr. Bogren is asking that his license application be updated. He would like to be able to put up a small sign on his garage for his business.
- (CR) Presented new verbiage to put on the license that will now have it go through the zoning bylaws. On the next go around of licenses we need to review and update some of the wording.
- **Motion (JM) seconded (JP) to approve the new verbiage on the license for Middle River Corp. Unanimous, all in favor.**

#### **End of year transfers**

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

<b><u>Account transferred to</u></b>	<b><u>Account transferred from</u></b>	<b><u>Amount</u></b>
0100-1292-5200-0000	0100-1292-5801-0001	\$260.00
0100-1541-5103-0000	0100-1541-5104-0000	\$2,000.00
0100-1122-5700-0000		\$4,000.00
0100-1245-5103-0000	0100-1129-5102-0000	\$116.00
0100-1910-5210-0000	0100-1910-5206-0000	\$2,600.00

#### **Meeting Minutes**

- **Motion (JM) seconded (PB) to approve the Meeting Minutes from the Regular Meeting of May 19, 2014. Unanimous, all in favor.**

#### **Town Administrators Update**

##### **Town Departments**

##### **Accounting**

The Vadar software contract is up for renewal. This financial software is used by the Assessor, Tax Collector and Town Accountant. I would ask that you please sign the three year contract.

**Motion (JM) seconded (PB) to sign the new contract with Vadar. Unanimous, all in favor.**

##### **Other Items**

##### **MSBA**

I submitted documentation to MSBA for the closeout of the Green Repair Project (PCS Roof and Windows) in April 2013. I received a completed audit from MSBA this week for acceptance; once received back by them this will finalize the project. The total project including the feasibility studies amounted to \$1,302,032 of which we received a grant of \$668,970. The budget submitted to the MSBA was \$1,407,620 so this project was well under budget and needed only one change order.

### **Lions Club**

The Paxton Lions Club replaced the steps at the snack shack down at the Wentworth Pool area on behalf of the Recreation Commission. The Lions did an excellent job and we will be able to now utilize this building for Paxton Days; as opposed to last year; when they were unsafe.

### **Town Hall**

Baypath Vocational School students completed the renovation of one of the bathrooms at the Town Hall. They did an excellent job with limited funds available. The second bathroom will be renovated later in the year.

### **Other Business**

- Request to appoint Ashley Holden as a full time dispatcher.
- **Motion (JM) seconded (PB) to open for discussion. Unanimous, all in favor.**
- (PB) Should this be on the agenda?
- (CR) We just received it so that is why we put it under other business.
- **Motion (JM) seconded (PB) to appoint Ashely Holden as a full time dispatcher. Unanimous, all in favor.**
- (JM) Kimberly Fontain is leaving for a position in another town, so again we need to keep in mind what other towns are offering.
- (CR) They did just do that and Finance gave them what they asked for.
- **Motion (JP) seconded (PB) to leave the regular meeting and entered into Executive Session at 8:40pm and we will only return to the regular meeting to vote on discussion from Executive Session and for the purpose of adjourning. Unanimous, all in favor.**
- Selectmen Malone recused himself from the Executive Session.

### **Return to regular session at 8:45pm**

- (CR) The Town Treasurer / Collector will be appointed to a one year term to keep in current practice of other town employees. With 13 years of service she will receive 13.33 hours per month of vacation time which will accrue starting January 1, 2014. She will receive 1 ¼ days per month of sick time with 120 days accrued, and will work a 35 hour per week work schedule. Any comp time will follow the town policy and be requested as such.
- **Motion (PB) seconded (JP) to accept the appointment of the Town Treasurer / Collector as put forward by the Town Administrator. Unanimous, all in favor.**

**The next meeting is scheduled for Monday, June 16, 2014 at 7:00pm.**

**Adjourned Meeting at 8:50 pm, 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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Julia N. Pingitore  
Chairman

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Peter Bogren, Jr.  
Vice Chairman

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John F. Malone  
Clerk