



Town of Paxton
Board of Selectmen
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Regular Meeting Minutes

Monday, May 23, 2016

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

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

Carol L. Riches, Town Administrator

Attendees: see Attendee List

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

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

A moment of silence was observed at the beginning of the meeting for fallen officer Ronald Tarentino Jr.

Reorganization of the Board of Selectmen

- **(JP)** Made a motion to have Jack Malone fill the position of Chairman for the upcoming term.
- **(JM)** Respectfully declined the motion.
- **Motion (JM) seconded (JP) to have Selectmen Bogren remain as the Chairperson and Selectmen Pingitore take the position of Vice Chair. Unanimous, all in favor.**
- **Motion (JP) seconded (PB) to appoint Selectmen Malone as the Clerk. Unanimous, all in favor.**

Nick Powlovich with the Paxton Lions Club

- Nick Powlovich spoke on behalf of the Paxton Lions Club. I would like to thank the Board for allowing us to use the Town Common for our annual Town Wide Yard Sale. We had between 100 and 120 families that participated this year. We had the Re-Store available after the event to take away any goods that people no longer wanted.
- **(JM)** One suggestion might be that you have some police detail to assist you with traffic next year.
- Mr. Powlovich then spoke in regards to the bushes that were just removed from the sign in front of the Town Hall. The Lions would like to donate a couple of planters to put

where the bushes were. We would like to be able to place a small tag on the planters as well that will represent the Lions Club.

- **Motion (JM) seconded (JP) to approve the request to place planters next to the sign in front of the Town Hall. Unanimous, all in favor.**
- Mr. Powlovich also suggested that perhaps as a future project the Lions could look into lighting the sign as well for the Town.

Appointment of Town Clerk

- **Motion (JP) seconded (JM) to appoint Susan Stone as the Town Clerk until June 30, 2017 to fall in line with the other town appointed positions. Unanimous, all in favor.**

Sweetpea sign request

- **Motion (JM) seconded (JP) to approve the sign request as presented by Sweetpea. The sign will be placed on the common from June 4th to 10th and then placed across the street at the Town Hall for June 11th during the Paxton Days event. Unanimous, all in favor.**

Town Administrators Goals for FY17

I. Financial

1. Financial management Team shall continue to hold regular quarterly meetings.
2. Town Administrator will develop monthly financial reports as to how the current fiscal year's 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.
6. Perform balance checks with Departments that take in cash.
7. Identify any additional areas that could produce more revenue.

II. Human Resources Management and Labor Relations

1. Review and revise personnel policies as necessary.
2. Ensure that all personnel are reviewed annually.
3. Hold quarterly Department Head Meetings.
4. Review employee compensation and suggest adjustments as needed.

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 and maintain positive and productive relationships with businesses and other groups that are important to the Town of Paxton.
3. Continue to improve quality and quantity of information being disseminated to the citizens of Paxton including the Town's website and social media.
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, seek to have a show produced that helps introduce department managers and elected officials to the citizens of Paxton.

IV. Quality of Life

1. Support the Council on Aging and Recreation Directors to expand and improve programs.

V. Planning and Economic Development

1. Continue to monitor the progress of the Holden Road Transportation 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 Town Hall staff.
2. Strive to ensure that the best possible quality of services is delivered to the public efficiently with courtesy and respect.
3. Continue to identify areas where we can improve processes to make them more efficient and provide cost savings.
4. Explore various methods of recruiting new board and committee members to open positions.
5. Investigate areas that could benefit from additional IT planning.
6. Obtain a list of the Capital projects and maintenance items that are occurring at Paxton Center School and follow up on them.

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 encourage and 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.
- **(JM)** I would like to see regular meetings with the school to discuss the capital and maintenance projects.
 - **(PB)** The second meeting of each month we will ask the school committee to attend in order to provide any updates that are needed.
 - **(CR)** In my personal goals I would maintain the first two goals and I will address some additional goals once the Select Board goals are final.

Meeting Minutes

- **Motion (JM) seconded (JP) to approve the Regular Meeting Minutes of May 9, 2016. Unanimous, all in favor.**

Town Administrator Update

Information Technology

As you know I have stressed the need for our own IT specialist and we have budgeted for a part-time person for FY17.

We have the opportunity to share services with the Towns of Barre and Rutland, who currently have a person in the position but would be looking to expand to a second person. This would provide more than just a part-time individual to assist if necessary. We would have approximately 18 hours of service per week. I have discussed this with Mike Miers, AMC IT Director and he feels that we would be going in the right direction in regards to IT; allowing the Town to be proactive rather than reactive.

I would be looking for this position to provide the following:

- Day to Day Problems
- Implementation of Audit Recommendations
- Compiling Security Policies
- Installation of New Equipment
- Infrastructure and Capital Planning
- Training
- Review for Cost Savings
- Website assistance

(PB) We should move forward in trying to regionalize our IT and put together an agreement.

Memorial Day

The day starts with the Boy Scouts pancake breakfast at 8am followed by the parade at 10am and the Ceremony on the Common with guest speakers. The Memorial Day Committee always does a good job with the ceremony and I encourage residents to join us.

Open Positions

We have many open positions on our Town Boards and Committees and anyone interested in volunteering for a board or committee can email me, call me or fill out the form available on our website.

Open positions for active Boards are:

Board of Appeals

Conservation Commission

Capital Planning Committee

Historic Commission

Historic District

Cable & Communication Committee

Motion (JM) seconded (PB) to leave the regular meeting and entered into Executive Session at 8:13pm and we will only return to the regular meeting for the purpose of adjourning. Unanimous, all in favor.

The next meeting is scheduled for Monday, June 6, 2016 at 7:00pm.

Adjourned Meeting at 8:47pm, Unanimous all in favor.

Documents from the Meeting filed in BOS office:

Meeting minutes

Agenda

Attendance list

Town Administrators update

Respectfully submitted,

Donna Graf-Parsons

Administrative Assistant