



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

Monday, October 30, 2017

Meeting Location: Paxton Town Hall 697 Pleasant St, Paxton, MA 01612

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

Carol L. Riches, Town Administrator

Attendees: see Attendee List

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

Ben Mitchel – School Committee

- Ben Mitchel was present to discuss the upcoming school budget. The High School is looking to redo the turf field to the cost of about \$500,000. This is something that the Town will want to look at how you would handle the cost.
- **(JP)** I would think that we would have a separate warrant article to cover this.
- **(PB)** I hear that the tennis courts and track may need work as well?
- Ben Mitchel replied that he had not heard of anything to that effect. Would you consider putting the cost of the turf on the budget as a line item?
- **(PB)** Once we put something on as a line item it seems to stay there.
- **(JP)** A Capital project should go through the warrant process.
- Ben Mitchel stated that another item that will be looked at in a couple of years are sprinklers at PCS. This is just something to keep in mind for the future.
- **(CR)** All capital projects should go through the Capital Improvement Committee.
- Ben Mitchel asked if the Town receives the schools five year projection for projects.
- **(CR)** Yes, I do know that the boiler and the parking lot for PCS are also on the plan.
- Ben Mitchel expressed that a back and forth between the school and the town on how to handle the timing of these projects for PCS should be on going.
- Ben Mitchel also expressed that the union contracts are an ongoing process at this time. Also the FY19 budget is starting as well.
- **(JP)** The Town is required to cap our tax increase at 2.5 percent and we would like to see the school do the same.
- Ben Mitchel replied that a lot of the school budget increase comes from non-discretionary spending such as retirement costs and health insurance.

- **(PB)** I would suggest that the school start working on getting the word out as to what you are going to need in order to get the support you need.
- **(JP)** At Town Meeting we do try to balance where we put the overrides if needed for both the school and the town.
- Ben Mitchel asked if there are any items that the Board would like for him to bring back to the school committee.
- **(CR)** Do you know what the enrollment is for this year?
- Ben Mitchel replied no not yet.
- **(JM)** Is anything being looked at for transportation? We have one out of district student that is costing the town a great deal of money for transportation.
- Ben Mitchel stated that there was a note in the audit that 100% of the transportation should be reimbursed by the state.
- **(PB)** The Board would be willing to forward a letter of support to Dr. McCall for support on the transportation reimbursement.

Town Administrators Goals & Objectives for FY18

- **(JP)** We are late in getting started with the new goals and objectives so we may want to consider extending the completion date on some of these goals. Going forward Carol should provide a self-evaluation before her review.
- **(JM)** We need to make sure that these goals are attainable. The ones that concern money can only be met if the Town has the money.
- A complete listing of goals and objectives are on file in the Board of Selectmen's office.
- I – Financial
 - #1 – remains the same.
 - #2 - remains the same.
 - #3 – remains the same.
 - #4 – remains the same.
 - #5 - #6 – combine into one.
 - **(CR)** Many Towns have this set as a Town policy
 - **(JP)** Take out #5 & #6 and make a Town policy.
 - #7 – remains the same.
 - #8 – remains the same.
 - #9 – delete this goal.
- II – Human Resource
 - #1 – remains the same.
 - #2 – add the word “reporting” before personnel and change date from March 31st to December 31st. Also add that a “succession plan” needs to be implemented.
 - #3 – remains the same.
 - #4 – remains the same.
 - #5 – update wording to be “Ensure employee professional development and report professional development completion to the Board of Selectmen by December.
 - #6 – Add new goal – Monthly updates on union negotiations when active.
- III – Community Relations
 - #1- remains the same.

- #2 – update wording by removing “that are important to the Town of”
- #3 – remains the same.
- #4 – delete this goal.
- #5 – update from two to one show by February 16, 2018 in place of March 31, 2018.
- #6 – update every “two” month to say every “three” months instead.
- IV – Quality of Life
 - #1 – change the word “meet” with the word “communicate”.
- V – Planning & Economic Development
 - #1 – remains the same.
 - #2 – remains the same.
- VI – Town Government Efficiency and Effectiveness
 - #1 – delete this goal.
 - #2 – delete this goal.
 - #3 – adds date - February 1, 2018.
 - #4 – remains the same.
 - #5 – change wording – remove “capital projects and”. Also replace to ensure 75% completion with “quarterly”.
 - #6 – delete this goal.
- VII – Service & Support to the Board of Selectmen
 - #1 – remains the same.
 - #2 – delete this goal.
 - #3 – delete this goal.
- VIII – Relationships with other levels of Government
 - #1 – remains the same.
 - #2 – remains the same.
 - #3 – remains the same
 - #4 – delete this goal.
- IX – Personal Goal’s
 - #1 – delete this goal.
 - #2 – remains the same.

Meeting Minutes

- **Motion (JM) seconded (PB) to approve the Regular Meeting Minutes from October 23, 2017. Unanimous, all in favor.**
- **Motion (JM) seconded (PB) to approve the Executive Meeting Minutes from October 23, 2017. Unanimous, all in favor.**

Town Administrators Update

- **Thanksgiving**
As in the past I am requesting that we close Town Hall and the Council on Aging the day after Thanksgiving. Employees who generally work on Fridays will take a vacation day.

- **Motion (PB) seconded (JM) to approve the closing of the Town Hall and Council on Aging the day after Thanksgiving. Unanimous, all in favor.**
- **FEMA**
I received notification that FEMA is changing the way that we submit requests for Public Assistance Funding following a disaster. I will be attending a MEMA course on November 14th to receive an introduction to this new portal.
- **WIFI**
The Town Hall now has WIFI; this will be helpful for people doing business whilst visiting the Town Hall.
- **Town Hall**
As you have probably noticed the painting of the Town Hall is coming along pretty well. The rain at the end of the week slowed the work down. The removal of the trees has made a huge difference and in the spring we will look to possibly replacing some of the bushes that aren't doing too well. The garage door will be replaced and that is the reasoning behind not painting it at this time.

The next meeting is scheduled for Wednesday, November 15, 2017 at 7:00pm.

Adjourned Meeting at 8:48pm, Unanimous all in favor.

Documents from the Meeting filed in BOS office:

Meeting minutes

Agenda

Attendance list

Town Administrators update

Town Administrators Goals and Objectives

Respectfully submitted,

Donna Graf-Parsons
Executive Assistant