



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

Wednesday, December 20, 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.

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

Free Cash discussion

- **(CR)** We would like to put some of the Free Cash aside for the other accounts prior to using it to balance the budget.
- Rich Fenton stated that we haven't put any money aside because we have not had the funds to do so. Although I do realize that we do need to try and put something into those accounts. Although I am still concerned about the overall budget. We should try to tuck away just a little bit into each one.
- **(CR)** We can do whatever we feel comfortable with. We could set a certain percentage with a minimum of a certain amount. Our Free Cash does fluctuate but at least we should have a policy in place. Currently we are unable to fund any projects out of the Capital Improvement account.
- Rich Fenton commented that we could put money into the OPEB account and if needed we can take it out to fund retirement or health insurance.
- **(PB)** We are going to be mandated to put money into the OPEB account in upcoming years.
- Rich Fenton stated that he felt we should have a goal of maintaining \$100,000 in the Capital Improvement account.
- **(CR)** Replied that it was up over \$300,000 at one point, but we have depleted it.

- Rich Fenton suggested that we try and put 5% in each account and give it a try for the year and see how it works.
- **(JP)** I'm in favor of setting a policy and seeing how it goes and then we can adjust accordingly if needed.
- **(JM)** Yes, I agree that we need to put a policy in place.
- **(PB)** Yes, I would like to see the 5% across the board.
- **Motion (JM) seconded (JP) to approve putting 5% of the annual Free Cash into the Stabilization Fund, Capital Depreciation Fund and the OPEB account. Unanimous, all in favor.**

Trash Liens

- **Motion (JM) seconded (PB) to sign the trash liens for the following properties as listed. Unanimous, all in favor.**

227 Pleasant St
 15 Orchard Drive
 9 Crestwood Road
 13 Holbrook Lane
 7 Ridgewood Rd
 330 Pleasant St
 7 Hemlock St
 25 Red Oak St
 300A Grove St
 15 Brooks Rd
 1 Wilde Wood Drive
 503 Pleasant St
 29 Nanigian Rd
 915 Pleasant St
 508 Pleasant St
 179 West St
 44 Streeter Rd

Appoint DonMarie Desrosiers to the Paxton Cultural Council

- **Motion (JM) seconded (PB) to appoint DonMarie Desrosiers to the Paxton Cultural Council. Unanimous, all in favor.**

Electrical fees

- **(CR)** We haven't changed the electrical fees in a while so we did a comparison with other area towns and felt that a \$5.00 increase across the board would be an appropriate increase.
- **Motion (JM) seconded (PB) to approve the suggested increase to the electrical fee schedule. Unanimous, all in favor.**

Meeting Minutes

- **Motion (JM) seconded (PB) to approve the Regular Meeting Minutes from December 4, 2017. Unanimous, all in favor.**

Town Administrators Financial update

- **Expense Report**

Attached is the FY18 expense report as of December 8, 2017. It is still early in the fiscal year so I have no concerns at this time with the accounts.

- **Trust Funds**

A copy of the current trust funds schedule is included for your information.

- **Special Revenue Funds**

Details of the Special Revenue Funds as of October 31, 2017 are herewith; notable items as follows:

2402: Insurance Claims Under 20K shows a \$500 deficit. We are waiting on the deductible from MIIA that relates to a recent accident involving the Asst. Fire Chiefs vehicle which was parked whilst the officer was attending an accident.

- **8820: Capital Depreciation Fund** – Balance shows \$33,700, we did not appropriate anything from this account for FY18. I would like to see us start to fund this account starting FY19.
- **8810: Stabilization Fund** – Balance currently stands at \$398,236; we once again managed to balance this year's budget without transferring from this account.
- **Debt Schedule**
The debt schedule is attached and as can be seen, we have gradual drop off debt over the next few years but nothing substantial for many years.
- **Local Receipts**
A copy of the local receipts to September 30, 2017 is enclosed. I don't see any areas of concerns in regards to these receipts. A figure for estimated Real Estate & Tax Title is not included as the report was run prior to the Tax Classification Hearing. The motor vehicle excise is low as the regular 14yearly commitment is not due until February 2018. The Towns other larger local revenue sources appear to be on track i.e. trash fees and licenses.
- **New Growth**
The Assessor has done an excellent job capturing all the new growth and \$148,356 has been certified for FY18.

Town Administrators Update

- **MIIA Grant**

We submitted a grant to our insurance company MIIA for a safety climb at the Maple Street water tank for funding of \$10,000 and were informed that they received requests for \$1.6 million and were able to fund \$900,000.

Consequently due to the merits of our application they were willing to provide the Town with \$5,000 if we could provide the remaining amount. The Water Dept. will go forward with this project.

- **Trash & Recycling**

Due to the holidays, the trash & recycling schedule is one day late for the weeks of December 25th and January 1st. Collections will be Tuesday through Friday.

- **Census**

The yearly census will be going out from the Town Clerk's office in January. As always residents are asked to review, make any changes and return. It will also be an opportunity for residents to register their dog(s).

Correspondence

- The Board was copied on a letter that was sent to Governor Charles Baker in regards to funding the school transportation with support from Anne Gobi and Kimberly Ferguson.

Motion (JM) seconded (PB) to leave the regular meeting and entered into Executive Session at 7:32pm and we will return to the regular meeting for the purpose of adjourning. Unanimous, all in favor.

Returned to Regular Session at 8:07pm

Adjourned Meeting at 8:07pm, Unanimous all in favor.

The next meeting is scheduled for Thursday, January 4, 2018 at 7:00pm.

Documents from the Meeting filed in BOS office:

Meeting minutes

Agenda

Attendance list

Town Administrators Financial Update

Town Administrators Regular Meeting Update

Respectfully submitted,

Donna Graf-Parsons

Executive Assistant