# Town of Paxton Board of Selectmen

# Meeting Minutes Monday, October 2, 2006

Members Present: Michael Quinlivan, Chairman, John F. Malone, Vice Chair,

Frederick G. Goodrich, Clerk

Charles Blanchard, Town Administrator

Attendees: See Attendee Sheet

The meeting was called to order at 7:26pm.

## **Meeting Minutes**

Motion (FG) seconded (JM) to approve the Regular Meeting Minutes of September 18, 2006.
 Unanimous.

## **Department of Local Services (DLS)**

### <u>Overview</u>

- Andrew Nelsen and Melinda Ordway, DOR present to discuss the report of the Financial Management Review for the Town of Paxton.
- (MO) Report covered overall structure, areas of improvement, statues and business practices for the financial departments only.
- (MO) Bylaws need to be corrected, transitions of offices accounting and network should be embraced; room for improvement with training needed to better utilize the tools available.
- (MO) Need to combine certain activities to avoid duplication of data entry etc.
- (MO) provided fifteen recommendations, would like to see a plan for implementing.

### Light Department

- (MO) concerned with commitment of Light Billing verses Collection.
- Diane Dillman, Light Dept. Manager explained that they took over the collection of billing in 1979, but do this on behalf of Collector, receipts transferred directly to the Collector. Appointed as Deputy Collectors and bonded. Would not allow Town Hall to post Light Department payments.
- Marilyn Mathieu, Town Accountant, stated that there is a reconciliation of balances every month, on all receivables, not just the Light Departments.
- (CB) three items brought up Collector, Clerical Support and Utility Lock Box.
- (MO) Lock boxes work well in many communities, save staff and time.

# **Training**

- (MO) saw little training money in accounts, the Town would benefit from training in the offices of the Assessors and Collectors.
- (MO) Donna Graf-Parsons in the Assessors office manages applications very well, but
  consideration should be given to creating a professional Assessors position. Conduct more
  inspections at the time a property sells, to have up to date values.

# Adoption of Charter and Bylaw Review

- (MO) Appoint a Government Study Committee to review Town Meeting Bylaws and Charters
- (FG) need to address structure to ensure things are not changed on a whim.
- Motion (FG) to contact MMA to provide Town Structure advice. No second, Motion failed.
- Motion (FG) seconded (MQ) to put on the next BOS agenda to discuss. Unanimous.

• (JM) Recommendations not needing to be implemented overnight need to prioritize.

# **Town Administrators Update**

### Cable Advisory Committee

• Motion (JM) seconded (FG) to approve the expenditure of up to \$45,000 from the Charter PEG Account for the upgrade of the Paxton Cable TV Studio. Unanimous.

#### White Building – Senior Center

- Three quotes received for replacing and improving the existing heating system. (CB) looking to place order with McDonalds for a System 2000 and programmable thermostats.
- Motion (FG) seconded (JM) to accept the recommendations of (CB). Unanimous.

## Town Hall Building Assessment

- (CB) in order to go forward and apply for grant we need to have an ADA Self Evaluation and Transitional plan in place in order to be 504 compliant. (CB) will look into what is necessary.
- (JM) investing in schematics is a good investment, if the BOS chose to go forward with the plan. Requested confirmation from BOS as to if this was the case.
- (MQ) felt best value for money, would make use of the building for the next twenty years.
- (FG) would like to give residents at the Annual Town Meeting the opportunity to vote on the whole plan.
- (FG) not convinced that the building is structurally sound and that future maintenance issues have not been fully addressed.
- (CB) after schematics complete, there will be another review and they will be able to fine tune the numbers
- Discussed sending to the Capital Committee to make them aware of the costs involved in all elements of the plan.
- **Motion** and seconded to send to the Capital Improvement Committee for the schematic costs of \$25,000 plus information on the other alternative and additional costs. Unanimous.

### Correspondence

- Thank you note from resident to Jason Silvestri, Police Department
- WRSD letter seeking representation at meeting on October 25, 2006 to serve on Focus Group to guide the educational direction of the district. All BOS plan to attend.

# **Pubic Session**

• Richard Hafey requested clarification of points raised earlier.

**Motion** (JM) and seconded (FG) to adjourn meeting at 9:25pm. Unanimous.

Respectfully submitted by

Carol L. Riches, Administrative Assistant Paxton Board of Selectmen