



TOWN OF PAXTON

SELECT BOARD MEETING
Monday, March 27, 2023 – 6:00pm
Training Room – Public Safety Complex
576 Pleasant Street, Paxton MA 01612

This agenda lists all matters anticipated for discussion, some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by the Local Cable Access Channel. Any member of the public planning to record the meeting must first notify the Chair. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be different.

*Note - Meeting will begin at 6pm in order to accommodate presentations by both Bay Path and Wachusett Regional School Districts.

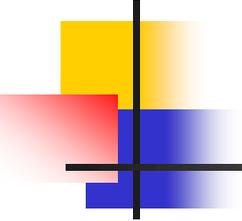
UPDATED AGENDA 3/24/2023

CALL TO ORDER

1.	OPEN MEETING
2.	JOINT MEETING WITH THE FINANCE COMMITTEE
6:00PM	1. Presentation from Bay Path Vocational High School on their FY24 budget.
7:00PM	2. Presentation by Roselli and Clark of the Towns financial audit for FY22.
7:20PM	3. Presentation from Wachusett Regional School District on their FY24 budget.
3.	CONSENT ITEMS
8:30PM	1. Approve the meeting minutes from the regular meeting held on March 13, 2023.
4.	OLD BUSINESS
5.	NEW BUSINESS
8:35PM	1. Vote to remove all previous positions designated as Special Municipal Employee. Vote to approve the updated list of Special Municipal Employees as of 3.27.23.
	1. Request from the Paxton Municipal Light Department to utilize the training room of the Public Safety Complex for a presentation on a feasibility study for bringing broadband into Paxton.
6.	SELECTBOARD CORRESPONDENCE
7.	PUBLIC COMMENT
8.	TOWN ADMINISTRATOR'S REPORT
9.	EXECUTIVE SESSION
8:40PM	1. Approve meeting minutes from the Executive Session held on February 27, 2023.
	2. To conduct strategy with respect to collective bargaining with the Police Union. MGL Chapter 30A, Sec. 21 (3)
10.	ADJOURN

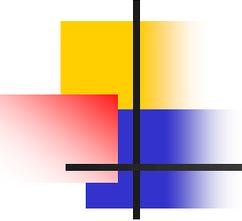
FY 2024 Adopted Bay Path Budget Town of Paxton 3/27/2023





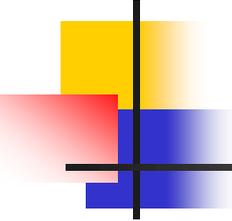
Funding Sources

- **Chapter 70 & Chapter 71 estimates are based on Governor's Budget submitted February 23**
- **Estimated Chapter 70 funding for FY 2024 is \$14,219,280**
- **Estimated Chapter 71 funding for FY 2024 is \$1,253,844**
- **These are preliminary estimates subject to change as the House and Senate deliberate on the budget.**



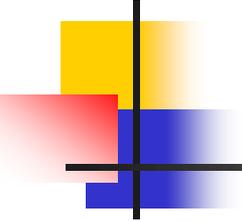
Impact on Bay Path

			Required
		Minimum	Net School
	Chapter 70	Contribution	Spending
FY 2024	\$14,219,280	\$10,695,233	\$24,914,513
FY 2023	\$12,893,681	\$9,976,240	\$22,869,921
Increase	\$1,325,599	\$718,993	\$2,044,592



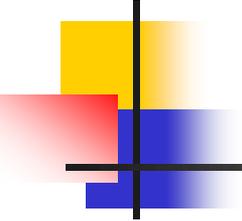
Financial Information

- FY 2024 **TOTAL** Budget for Assessments is \$28,077,301
- **MEMBER TOWNS' ASSESSMENTS ARE AT MINIMUM.**
- Budget Includes Debt Service Assessment of \$1,553,503
- **Operational Budget does not require funds above Minimum Contributions by member communities.**
- Member assessments total \$12,392,443



Financial Information

- Although assessments are at the minimum it is important to note that the Minimum Contribution Levels that each town must contribute have increased collectively by \$718,993.
- Member Town's Transportation Assessment has been reduced by \$300,000 reflecting the use of our Regional Transportation Reimbursement Fund.



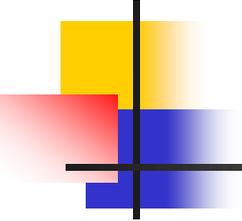
Financial Highlights

- Total Chapter 70 Revenue – \$14,219,280
- School Choice Assessment- (\$263,266)
- Chapter 71 Busing Aid - \$1,253,844
- Use of \$75,000 from Excess and Deficiency to Continue Funding OPEB Liability.
- Use of \$100,000 from Excess and Deficiency to fund NSS obligation

FY 2024 Budget Summary

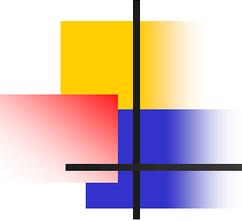
**STATEMENT OF ASSESSMENT
2024 Proposed Operating Budget
Preliminary Budget
Based on Governor's Budget
2/23/2023**

Operational Budget		
Chapter 70	\$14,219,280	
School Choice Assessment	(\$263,266)	
Assessment - Min. Contribution	\$10,695,233	
Assessment - Above Minimum	\$0	
E & D (OPEB Transfer)	\$75,000	
E & D (NSS gap previous years)	\$100,000	
Operation Total		\$24,826,247
Transportation Budget		
Chapter 71	\$1,253,844	
Transfer to Transportation Reimb. Fund	\$0	
Assessment	\$143,707	
Transportation Reimbursement Fund	\$300,000	
Transportation Total		\$1,697,551
Debt Service - Building Project		
Principal	\$795,000	
Interest	\$758,503	
Debt Service Total		\$1,553,503
Capital		
Buy-In Assessment	\$0	
Sewer Betterment Fee	\$0	
FY 2024 Budget For Assessments		\$28,077,301
School Choice Assessment	\$263,266	
Total Operating Budget & School Choice		\$28,340,567
Proposed FY24 Budget		\$28,077,301



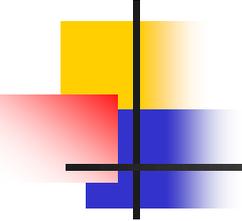
Budget Highlights

- Add new FTE Veterinary Science Instructor
- Adopt BRYT program
 - Add new SPED Teacher
 - Add BCBA to Psychological Services
- Add MCAS Specialist Teacher
- Add Instructional Coach
- Add Guidance Counselor for Freshmen



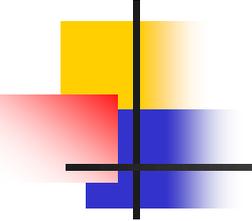
Budget Highlights (Cont.)

- Continued use of SOA funds to provide significant Professional Development to all staff, especially programs focused on Social-Emotional issues of students
- Use of SOA funds to provide programs and speakers to students to address issues such as bullying, bias, mental health, and more



Budget Highlights (Cont.)

- Creating FTE Position for Athletic Director
- Creating Position for Athletic Trainer
- Add new IT/Network Technician
- Creating FTE Position Human Resources Specialist
- Upgrading Financial/HR software system
- Wage increases for all employees
- First increase in Health Insurance premiums since 2018



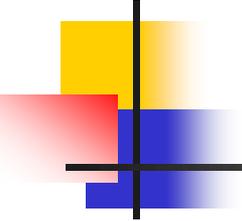
Budget Highlights (cont.)

- Supply and Material accounts funded to account for continued inflation
- Texts for Math, Science, Shops, Social Studies
- Shop Equipment
 - Adv Mfg – replace HAAS CNC
 - Metal Fab – replace welders
 - Health Tech – update SimMan
- Building Facility Use Study
- Add new FTE Custodian

FY 2024

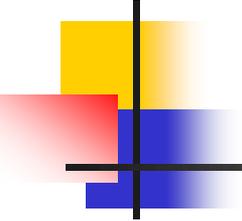
Freshman Seat Allocation

Town	Capital Population	Ratio	Seats
Auburn	2,746	15.45%	50
Charlton	2,157	12.14%	39
Dudley	1,823	10.26%	33
North Brookfield	702	3.95%	13
Oxford	1,830	10.30%	34
Paxton	702	3.95%	13
Rutland	1,684	9.48%	31
Southbridge	2,459	13.84%	45
Spencer	1,436	8.08%	26
Webster	2,230	12.55%	41
	17,769	100.00%	325



FOUNDATION ENROLLMENT for BAY PATH

Town	FY 2024 10/1/2022	FY 2023 10/1/2021	Difference	% Change
Auburn	117	118	(1)	-0.85%
Charlton	211	209	2	0.96%
Dudley	132	130	2	1.54%
North Brookfield	48	44	4	9.09%
Oxford	153	141	12	8.51%
Paxton	35	30	5	16.67%
Rutland	57	67	(10)	-14.93%
Southbridge	208	202	6	2.97%
Spencer	129	128	1	0.78%
Webster	142	132	10	7.58%
	1,232	1,201	31	2.58%



Town of Paxton Foundation Enrollment

				Increase/ (Decrease)
Foundation Enrollment		FY 2024	FY 2023	
Town of Paxton		0	0	0
Wachusett RSD		642	643	-1
Bay Path RVSD		35	30	5
TOTALS		677	673	4

Town of Paxton

FY 2024 Required Local Contribution			
Current Year (FY23) Required Contribution		\$	5,093,579
Municipal Revenue Growth Factor			2.93%
FY24 Preliminary Required Local Contribution		\$	5,242,821
Excess/Shortfall Local Effort			50,936
FY24 Required Local Contribution		\$	5,293,757
FY 2024 Foundation Budget Apportionment			
		Foundation	
		Budget	Percentage
Town of Paxton/WRSD		\$ 7,935,458	91.81%
Bay Path RVSD		\$ 707,799	8.19%
TOTALS		\$ 8,643,257	100.00%

School Attending Children Report

	1/1/2013	1/1/2014	1/1/2015	1/1/2016	1/1/2017	1/1/2018	1/1/2019	1/1/2020	1/1/2021	1/1/2022	Change from 2021 to 2022	Change Since 1/1/19 to 1/1/20
	Students/ Town											
	SY 2012-2013	SY 2013-2014	SY 2014-2015	SY 2015-2016	SY 2016-2017	SY 2017-2018	SY 2018-2019	SY 2019-2020	SY 2020-2021	SY 2021-2022	1/1/19 to 1/1/20	SY 2012-2013
Auburn	2,567	2,583	2,590	2,601	2,671	2,755	2,765	2,682	2,750	2,746	(4)	179
Charlton	2,429	2,378	2,394	2,352	2,277	2,286	2,195	2,180	2,096	2,157	61	(272)
Dudley	1,982	1,914	1,958	1,967	1,949	1,925	1,922	1,967	1,794	1,823	29	(159)
North Brookfield	714	732	762	739	745	731	719	735	750	702	(48)	(12)
Oxford	2,328	2,217	2,187	2,159	2,074	1,977	2,038	1,900	1,829	1,830	1	(498)
Paxton	763	752	780	731	769	713	722	744	720	702	(18)	(61)
Rutland	1,759	1,752	1,748	1,701	1,748	1,749	1,724	1,704	1,690	1,684	(6)	(75)
Southbridge	2,721	2,714	2,717	2,657	2,635	2,632	2,599	2,511	2,517	2,459	(58)	(262)
Spencer	1,753	1,742	1,707	1,635	1,549	1,505	1,484	1,456	1,442	1,436	(6)	(317)
Webster	2,431	2,385	2,462	2,479	2,515	2,398	2,307	2,347	2,099	2,230	131	(201)
	19,447	19,169	19,305	19,021	18,932	18,671	18,475	18,226	17,687	17,769	82	(1,678)

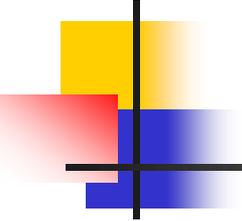
Statement of Assessments 2023-2024

Governor's Budget

Town	Assessment			Ratio	Transportation Assessment	Capital Population	Ratio	Debt Service	Capital Improvement	Total Assessment
	Minimum Contribution	Above Minimum	Foundation Enrollment							
Auburn	\$1,253,165	0	117	9.50%	\$13,647	2,746	15.45%	\$240,076	\$0	\$1,506,889
Charlton	\$2,262,469	0	211	17.13%	\$24,612	2,157	12.14%	\$188,582	\$0	\$2,475,663
Dudley	\$953,491	0	132	10.71%	\$15,397	1,823	10.26%	\$159,381	\$0	\$1,128,269
North Brookfield	\$395,678	0	48	3.90%	\$5,599	702	3.95%	\$61,374	\$0	\$462,651
Oxford	\$1,549,866	0	153	12.42%	\$17,847	1,830	10.30%	\$159,993	\$0	\$1,727,705
Paxton	\$433,507	0	35	2.84%	\$4,083	702	3.95%	\$61,374	\$0	\$498,964
Rutland	\$496,565	0	57	4.63%	\$6,649	1,684	9.48%	\$147,228	\$0	\$650,442
Southbridge	\$1,005,646	0	208	16.88%	\$24,262	2,459	13.84%	\$214,985	\$0	\$1,244,893
Spencer	\$1,190,547	0	129	10.47%	\$15,047	1,436	8.08%	\$125,546	\$0	\$1,331,140
Webster	\$1,154,299	0	142	11.53%	\$16,564	2,230	12.55%	\$194,964	\$0	\$1,365,826
	\$10,695,233	0	1,232	100.00%	\$143,707.00	17,769	100.00%	\$1,553,503.00	\$0.00	\$12,392,443.00

Town of Paxton

	FY 2024	FY 2023		Percent
	Proposed	Final	Increase/	Increase/
	Assessment	Assessment	(Decrease)	(Decrease)
Min. Contribution	\$ 433,507	\$ 360,419	\$ 73,088	20.28%
Assmnt Above Min	\$ -	\$ -	\$ -	0.00%
Transportation	\$ 4,083	\$ 13,031	\$ (8,948)	-68.67%
Debt Service	\$ 61,374	\$ 63,576	\$ (2,202)	-3.46%
Capital Improvement	\$ -	\$ 1,252	\$ (1,252)	-100.00%
TOTAL ASSESSMENT	\$ 498,964	\$ 438,277	\$ 60,687	13.85%



Southern Worcester County Regional Vocational School District

- Thank you for your continued support!
- Questions

ROSELLI, CLARK & ASSOCIATES
Certified Public Accountants

TOWN OF PAXTON, MASSACHUSETTS

Basic Financial Statements
and
Additional Information

Year Ended June 30, 2022



TOWN OF PAXTON, MASSACHUSETTS

TABLE OF CONTENTS YEAR ENDED JUNE 30, 2022

	Page(s)
INDEPENDENT AUDITORS' REPORT	1 – 3
MANAGEMENT'S DISCUSSION AND ANALYSIS	4 – 10
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
Statement of Net Position	11 – 12
Statement of Activities	13
Governmental Funds Financial Statements:	
Balance Sheet	14
Reconciliation of the Balance Sheet Total Fund Balances to the Statement of Net Position	15
Statement of Revenues, Expenditures and Changes in Fund Balances	16
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	17
Proprietary Funds Financial Statements:	
Statement of Net Position	18 – 19
Statement of Revenues, Expenses and Changes in Net Position	20
Statement of Cash Flows	21 – 22
Fiduciary Funds Financial Statements:	
Statement of Fiduciary Net Position	23
Statement of Changes in Fiduciary Net Position	224
Notes to the Financial Statements	25 – 57
REQUIRED SUPPLEMENTARY INFORMATION – UNAUDITED:	
Schedule of the Town's Proportionate Share of the Net Pension Liability	58
Schedule of the Town's Contributions to the Pension Plan	58
Schedule of Changes in Net OPEB Liability and Related Ratios – Town OPEB Plan	59
Schedule of Investment Returns – Town OPEB Plan	60
Schedule of Changes in Net OPEB Liability and Related Ratios – Electric OPEB Plan	61
Schedule of Contributions to the OPEB Plan – Electric OPEB Plan	62
Schedule of Investment Returns – Electric OPEB Plan	62
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	63
Notes to Required Supplementary Information	64



INDEPENDENT AUDITORS' REPORT

Honorable Board of Selectmen
Town of Paxton, Massachusetts

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Paxton, Massachusetts, (the "Town") as of and for the year ended June 30, 2022 (except for the Paxton Municipal Light Department, which is as of December 31, 2021) and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of the other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended (except for the Paxton Municipal Light Department, which is as of and for the year ended December 31, 2021) in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of Paxton Municipal Light Department, a component unit of the Town, which represents approximately 72%, 55% and 77%, respectively, of the assets, net position and revenues of the Town's business-type activities. Those statements were audited by other auditors whose report has been furnished to us, and our opinions, insofar as it relates to the amounts included for the Paxton Municipal Light Department is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse, qualified, and unmodified audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the basic financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the basic financial statements taken as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the basic financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and the schedules listed under the required supplementary information section in the accompanying table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers these to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Roselli, Clark and Associates
Certified Public Accountants
Woburn, Massachusetts
February 3, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS

As the management of the Town of Paxton, Massachusetts (the "Town"), we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with their review of the basic financial statements, notes to the basic financial statements and required supplementary information.

Financial Highlights

- The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by nearly \$10.9 million (total net position). This represented an increase of approximately \$1.5 million from the prior year. Governmental activities reported an increase in net position of approximately \$1.7 million, while business-type activities reported an approximate \$0.2 million decrease in fiscal year 2022.
- The Town continues to report a deficit in its unrestricted net position. This deficit exceeded \$9.3 million at June 30, 2022. This deficit is due primarily to the recording of liabilities associated with the net OPEB and pension liabilities, which totaled over \$12.7 million at June 30, 2022 in the aggregate. These liabilities are applied to the Town's unrestricted net position and represent actuarial estimates of future postemployment benefits payable by the Town for retiree medical insurance and pensions.
- At the close of the current fiscal year, the Town's governmental funds balance sheet reported a combined ending fund balance surplus of approximately \$4.5 million, which was approximately \$180,000 greater than the prior year. Of the ending fund balance, approximately \$1.3 million is available for spending at the government's discretion as unassigned fund balance. The remainder is earmarked for specific expenditures.
- At the end of the current fiscal year, unassigned fund balance for the general fund was nearly \$1.3 million, which represented approximately 8.7% of total fiscal year 2022 general fund expenditures.
- The Town issued \$231,710 in state house notes in fiscal year 2022, which were used to fund the purchase of a dump truck. The Town's total long-term debt decreased approximately \$386,000 in fiscal year 2022 to approximately \$4.7 million at June 30, 2022.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements – The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Town's assets and deferred outflows of resources and its liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation pay).

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenue (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include general government, public safety, highways and streets, sanitation, education, health and human services, culture and recreation, fringe benefits and debt service. The business-type activities of the Town include electric and water enterprise funds.

Fund Financial Statements – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Accounting guidelines distinguish fund balance between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

- Nonspendable – amounts that cannot be spent because they are either (a) not in spendable form (i.e., inventory or prepaid items) or (b) legally or contractually required to be maintained intact.
- Restricted – amounts constrained by external parties, constitutional provision, or enabling legislation.
- Committed – amounts constrained by a government using its highest level of decision-making authority.
- Assigned – amounts a government intends to use for a particular purpose.
- Unassigned – amounts that are not constrained at all will be reported in the general fund of in other major funds if negative.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near-term financing decisions.

The Town maintains two major individual governmental funds – the general fund and the ARPA grant fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for these two funds. Data from the other governmental funds are combined into a single, aggregated presentation.

The Town adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. This schedule has been prepared as required supplementary information and can be found along with the corresponding notes in this report.

Proprietary Funds – Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town utilizes the proprietary funds to report activities of its enterprise funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses enterprise funds to account for its electric and water activities.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town’s own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information – In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town’s progress in funding its obligation to provide pension benefits and other postemployment benefits to its employees as well as the Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund.

Government-Wide Financial Analysis

The condensed comparative statements of net position for the past two fiscal years are as follows:

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>
Assets:						
Current and other assets	\$ 6,172,332	\$ 5,466,269	\$ 6,892,385	\$ 7,247,171	\$ 13,064,717	\$ 12,713,440
Capital assets, net	<u>15,805,053</u>	<u>15,871,066</u>	<u>4,968,330</u>	<u>5,028,383</u>	<u>20,773,383</u>	<u>20,899,449</u>
Total Assets	<u>21,977,385</u>	<u>21,337,335</u>	<u>11,860,715</u>	<u>12,275,554</u>	<u>33,838,100</u>	<u>33,612,889</u>
Deferred Outflows of Resources	<u>1,109,222</u>	<u>1,242,728</u>	<u>857,953</u>	<u>951,339</u>	<u>1,967,175</u>	<u>2,194,067</u>
Liabilities:						
Long-term liabilities	13,620,172	15,801,132	3,787,602	3,933,122	17,407,774	19,734,254
Other liabilities	<u>1,770,837</u>	<u>1,483,346</u>	<u>603,910</u>	<u>584,771</u>	<u>2,374,747</u>	<u>2,068,117</u>
Total Liabilities	<u>15,391,009</u>	<u>17,284,478</u>	<u>4,391,512</u>	<u>4,517,893</u>	<u>19,782,521</u>	<u>21,802,371</u>
Deferred Inflows of Resources	<u>1,437,260</u>	<u>773,450</u>	<u>3,708,702</u>	<u>3,870,847</u>	<u>5,145,962</u>	<u>4,644,297</u>
Net Position:						
Net investment in capital assets	12,028,324	11,681,833	3,938,982	3,927,368	15,967,306	15,609,201
Restricted	3,217,744	3,106,634	1,023,313	1,062,810	4,241,057	4,169,444
Unrestricted	<u>(8,987,730)</u>	<u>(10,266,332)</u>	<u>(343,841)</u>	<u>(152,025)</u>	<u>(9,331,571)</u>	<u>(10,418,357)</u>
Total Net Position	<u>\$ 6,258,338</u>	<u>\$ 4,522,135</u>	<u>\$ 4,618,454</u>	<u>\$ 4,838,153</u>	<u>\$ 10,876,792</u>	<u>\$ 9,360,288</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Town's total net position increased over \$1.5 million in fiscal year 2022.

The largest portion (approximately \$16.0 million) of the Town's overall net position reflects its investment in capital assets less any related debt (netted down by those amounts expected to be reimbursed by the Commonwealth) used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional significant portion of the Town's total net position (approximately \$4.2 million) represents resources that are subject to restrictions on how they may be used.

The remaining category represents unrestricted net position, which currently has a deficit balance of approximately \$9.4 million. The Town reports deficits in unrestricted net position in both its governmental and business-type activities. These deficits are due primarily to the recording of long-term liabilities associated with net pension and net OPEB liabilities. At June 30, 2022, the Town reported long-term liabilities of approximately \$10.2 million in its governmental activities and \$2.6 million in its business-type activities related to net pension and net OPEB liabilities. The Town expects to continue reporting deficits in its governmental activities unrestricted net position for the foreseeable future.

The condensed comparative statements of activities for the past two fiscal years are as follows:

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Revenues:						
Program revenues:						
Charges for services	\$ 2,265,228	\$ 1,948,501	\$ 4,567,509	\$ 4,250,312	\$ 6,832,737	\$ 6,198,813
Operating grants and contributions	1,012,099	426,519	3,780	-	1,015,879	426,519
Capital grants and contributions	366,459	151,438	-	-	366,459	151,438
General revenues:						
Property taxes	11,980,772	11,700,683	-	-	11,980,772	11,700,683
Excise taxes	775,872	766,794	-	-	775,872	766,794
Intergovernmental	602,283	574,617	-	-	602,283	574,617
Other	(13,387)	99,382	(30,904)	115,635	(44,291)	215,017
Total Revenues	<u>16,989,326</u>	<u>15,667,934</u>	<u>4,540,385</u>	<u>4,365,947</u>	<u>21,529,711</u>	<u>20,033,881</u>
Expenses:						
General government	1,356,414	1,544,934	-	-	1,356,414	1,544,934
Public safety	3,768,119	4,463,945	-	-	3,768,119	4,463,945
Education	7,727,675	7,333,983	-	-	7,727,675	7,333,983
Public works	1,560,472	1,701,478	-	-	1,560,472	1,701,478
Health and human services	258,204	177,477	-	-	258,204	177,477
Culture and recreation	403,514	375,958	-	-	403,514	375,958
Interest expense	178,725	197,878	-	-	178,725	197,878
Utility services	-	-	4,760,084	4,580,519	4,760,084	4,580,519
Total Expenses	<u>15,253,123</u>	<u>15,795,653</u>	<u>4,760,084</u>	<u>4,580,519</u>	<u>20,013,207</u>	<u>20,376,172</u>
Change in Net Position Before Transfers	1,736,203	(127,719)	(219,699)	(214,572)	1,516,504	(342,291)
Transfers	-	15,000	-	(15,000)	-	-
Change in Net Position	<u>1,736,203</u>	<u>(112,719)</u>	<u>(219,699)</u>	<u>(229,572)</u>	<u>1,516,504</u>	<u>(342,291)</u>
Net Position:						
Beginning of year	<u>4,522,135</u>	<u>4,634,854</u>	<u>4,838,153</u>	<u>5,067,725</u>	<u>9,360,288</u>	<u>9,702,579</u>
End of year	<u>\$ 6,258,338</u>	<u>\$ 4,522,135</u>	<u>\$ 4,618,454</u>	<u>\$ 4,838,153</u>	<u>\$ 10,876,792</u>	<u>\$ 9,360,288</u>

Governmental Activities – Total revenues in fiscal year 2022 increased over \$1.3 million, or 8%, from the prior fiscal year. This increase was primarily due to the following increases:

- nearly \$586,000 increase in operating grants and contributions, which was primarily due to the recognition of nearly \$344,000 in ARPA grant awards;
- nearly \$317,000 increase in charges for services, which was due primarily to increased ambulance and recreational revenues;
- over \$280,000 increase in property taxes; and
- over \$215,000 increase in capital grants and contributions, which was primarily due to increased revenues from state-funded highway improvement projects (commonly referred to as Chapter 90 revenues).

These increases were offset by a nearly \$113,000 decrease in investment income year-over-year.

The Town's largest revenue source is property taxes, which represented approximately 71% and 75% of fiscal year 2022 and 2021 total revenues, respectively. Charges for services represented approximately 13% and 12% of total fiscal year 2022 and 2021 revenues, respectively. No other revenue sources were greater than 10% of total revenues in fiscal year 2022 or 2021.

Total expenses decreased approximately \$543,000 in fiscal year 2022. This decrease was due primarily to lower noncash personnel benefit expenses related to the Town's pension and OPEB plans.

Education represents the largest expense category for the Town and is primarily provided through the Wachusett Regional School District. In total, education expenses represented approximately 51% and 46% of total fiscal year 2022 and 2021 expenses, respectively. Public safety expenses represented approximately 25% and 28% of fiscal year 2022 and 2021 total expenses, respectively. Public works expenses represented approximately 10% and 11% of total fiscal year 2022 and 2021 expenses. Finally, general government expenses represented 9% and 10% of total fiscal year 2022 and 2021 expenses, respectively. No other expense types were greater than 10% of total expenses in fiscal year 2022 or 2021.

Business-Type Activities – User charges for electric and water services represent the majority of the revenue reported during fiscal year 2022 and 2021 in the Town's business-type activities. Revenues and expenses were consistent year-over-year.

Government Funds Financial Analysis

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds – The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the close of the current fiscal year, the Town's governmental funds balance sheet reported a combined ending fund balance of approximately \$4.5 million, which was nearly \$180,000 greater than the prior fiscal year. Of the ending fund balance, nearly \$1.3 million is available for spending at the government's discretion as unassigned fund balance. The remainder is earmarked for specific expenditures.

The general fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the general fund was approximately \$1.3 million, while total general fund balance approached \$2.1 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance at year end represents approximately 8.7% of total fiscal year 2022 general fund expenditures, while total fund balance represents approximately 14.3% of that same amount.

The Town began reporting its ARPA grant fund as a major governmental fund in fiscal year 2022. Unexpended funds, which totaled nearly \$397,000, are reported as unearned revenues at June 30, 2022.

The Town's aggregate nonmajor governmental funds include the Town's special revenue funds, capital project funds and trust funds. The Town reported a fund balance of approximately \$2.4 million in its nonmajor governmental funds at June 30, 2022, which is nearly \$348,000 higher than the prior year.

Proprietary Funds – The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. At the end of the year, net position of the electric fund was approximately \$2.5 million and net position of the water fund was approximately \$2.1 million.

Fiduciary Fund – The Town’s fiduciary fund is comprised of the PMLD’s OPEB trust. In fiscal year 2021, the Town expended all the assets in its OPEB trust fund to pay retiree health benefits. The only reported balance sheet amounts at June 30, 2022 pertain to an OPEB trust maintained for the benefit of PMLD employees.

General Fund Budgetary Highlights

Differences between the original budget and the final amended budget were not significant. A reconciliation of these differences is found in the required supplementary information.

Capital Asset and Debt Administration

Capital Assets – The Town’s investment in capital assets for its governmental and business-type activities as of June 30, 2022 totaled approximately \$20.8 million, net of accumulated depreciation. This investment in capital assets includes land, buildings and system improvements, machinery and equipment and reflects a decrease of approximately \$127,000. This decrease was a result of current year depreciation expense exceeding capital additions.

Additional information on the Town capital assets can be found in the notes to the financial statements.

Long-Term Debt – The Town issued \$232,710 in state house notes in fiscal year 2022, which was used to fund the purchase of a dump truck. The Town’s total long-term debt decreased approximately \$386,000 in fiscal year 2022 to approximately \$4.7 million at June 30, 2022.

The Town also holds a proportionate share of debt of other governmental units that provide services within the Town’s boundaries. Debt service from such arrangements is assessed annually to the Town.

Additional information on the Town’s debt can be found in the notes to the financial statements.

Economic Factors and Next Year’s Budget

- Net state aid for fiscal year 2023 is expected to increase to approximately \$738,000.
- The Town enters fiscal year 2023 with approximately \$565,000 in certified free cash and over \$561,000 in general and capital stabilization funds.
- The Town’s real estate tax base is made up predominantly of residential taxes, which in 2022 are over 95% of the entire property tax levy. In addition, Chapter 580 of the Acts of 1980, more commonly referred to as Proposition 2 ½, limits the Town’s ability to increase taxes in any one year by more than 2 ½% of the previous year’s tax levy. The Town typically taxes at or near its levy limit annually.

The above items were considered when the Town accepted its budget for fiscal year 2023 at the May 2022 Town Meeting. The Town set its fiscal year 2023 tax rate on December 12, 2022.

Requests for Information

This financial report is designed to provide a general overview of the Town’s finances for all those with an interest in the government’s finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Office of the Town Administrator, Town Hall, 697 Pleasant Street, Paxton, Massachusetts 01612.

TOWN OF PAXTON, MASSACHUSETTS

**STATEMENT OF NET POSITION
JUNE 30, 2022**

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Assets:			
Cash and cash equivalents	\$ 4,228,418	\$ 4,905,470	\$ 9,133,888
Investments	1,126,750	1,126,153	2,252,903
Receivables, net of allowances:			
Property taxes	175,803	-	175,803
Excise taxes	88,056	-	88,056
Departmental, user charges and other	431,004	431,940	862,944
Intergovernmental	122,301	-	122,301
Prepaid items	-	302,454	302,454
Inventories	-	126,368	126,368
Land	2,673,115	641,719	3,314,834
Construction in-progress	-	68,448	68,448
Depreciable capital assets, net	<u>13,131,938</u>	<u>4,258,163</u>	<u>17,390,101</u>
Total Assets	<u>21,977,385</u>	<u>11,860,715</u>	<u>33,838,100</u>
Deferred Outflows of Resources:			
Other postemployment benefits	-	59,870	59,870
Pensions	<u>1,109,222</u>	<u>798,083</u>	<u>1,907,305</u>
Total Deferred Outflows of Resources	<u>1,109,222</u>	<u>857,953</u>	<u>1,967,175</u>

(continued)

TOWN OF PAXTON, MASSACHUSETTS

**STATEMENT OF NET POSITION
JUNE 30, 2022**

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Liabilities:			
Warrants and accounts payable	\$ 594,122	\$ 485,876	\$ 1,079,998
Customer deposits	-	30,550	30,550
Unearned revenues	396,808	-	396,808
Deposits and escrows	104,827	-	104,827
Accrued interest	76,341	9,340	85,681
Noncurrent liabilities:			
Due within one year	598,739	78,144	676,883
Due in more than one year	<u>13,620,172</u>	<u>3,787,602</u>	<u>17,407,774</u>
Total Liabilities	<u>15,391,009</u>	<u>4,391,512</u>	<u>19,782,521</u>
Deferred Inflows of Resources:			
Electric department items	-	3,223,761	3,223,761
Other postemployment benefits	-	228,366	228,366
Pensions	<u>1,437,260</u>	<u>256,575</u>	<u>1,693,835</u>
Total Deferred Inflows of Resources	<u>1,437,260</u>	<u>3,708,702</u>	<u>5,145,962</u>
Net Position:			
Net investment in capital assets	12,028,324	3,938,982	15,967,306
Restricted for:			
Nonexpendable permanent funds	395,806	-	395,806
Expendable permanent funds	225,002	-	225,002
Revolving funds	1,300,761	-	1,300,761
Depreciation	-	1,023,313	1,023,313
Other purposes	1,296,175	-	1,296,175
Unrestricted	<u>(8,987,730)</u>	<u>(343,841)</u>	<u>(9,331,571)</u>
Total Net Position	<u>\$ 6,258,338</u>	<u>\$ 4,618,454</u>	<u>\$ 10,876,792</u>

(concluded)

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022**

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities:							
General government	\$ 1,356,414	\$ 205,565	\$ 769,016	\$ -	\$ (381,833)		\$ (381,833)
Public safety	3,768,119	1,466,342	111,085	-	(2,190,692)		(2,190,692)
Education	7,727,675	-	11,879	-	(7,715,796)		(7,715,796)
Public works	1,560,472	381,596	9,754	366,459	(802,663)		(802,663)
Health and human services	258,204	39,087	58,524	-	(160,593)		(160,593)
Culture and recreation	403,514	172,638	51,841	-	(179,035)		(179,035)
Interest expense	178,725	-	-	-	(178,725)		(178,725)
Total Governmental Activities	15,253,123	2,265,228	1,012,099	366,459	(11,609,337)		(11,609,337)
Business-Type Activities:							
Electric	3,608,642	3,513,546	3,780	-		\$ (91,316)	(91,316)
Water	1,151,442	1,053,963	-	-		(97,479)	(97,479)
Total Business-Type Activities	4,760,084	4,567,509	3,780	-		(188,795)	(188,795)
Total Primary Government	\$ 20,013,207	\$ 6,832,737	\$ 1,015,879	\$ 366,459		(188,795)	(11,798,132)
General Revenues:							
Property taxes					11,980,772	-	11,980,772
Motor vehicle and other excise taxes					775,872	-	775,872
Grants and contributions not restricted to to specific programs					602,283	-	602,283
Penalties and interest on taxes					43,856	-	43,856
Unrestricted investment income (loss), net					(57,243)	(30,904)	(88,147)
Total General Revenues and Transfers					13,345,540	(30,904)	13,314,636
Change in Net Position					1,736,203	(219,699)	1,516,504
Net Position:							
Beginning of year					4,522,135	4,838,153	9,360,288
End of year					\$ 6,258,338	\$ 4,618,454	\$ 10,876,792

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2022**

	General Fund	ARPA Grant Fund	Nonmajor Governmental Funds	Total
Assets:				
Cash and cash equivalents	\$ 2,041,416	\$ 404,390	\$ 1,782,612	\$ 4,228,418
Investments	561,483	-	565,267	1,126,750
Receivables, net of allowances:				
Property taxes	175,803	-	-	175,803
Excise taxes	88,056	-	-	88,056
Departmental, user charges and other	26,236	-	404,768	431,004
Intergovernmental	-	-	122,301	122,301
Total Assets	2,892,994	404,390	2,874,948	6,172,332
Total Deferred Outflows of Resources	-	-	-	-
Total Assets and Deferred Outflows of Resources	\$ 2,892,994	\$ 404,390	\$ 2,874,948	\$ 6,172,332
Liabilities:				
Warrants and accounts payable	\$ 432,750	\$ 7,582	\$ 153,790	\$ 594,122
Unearned revenues	-	396,808	-	396,808
Deposits and escrows	104,827	-	-	104,827
Total Liabilities	537,577	404,390	153,790	1,095,757
Deferred Inflows of Resources:				
Unavailable revenues - property taxes	159,070	-	-	159,070
Unavailable revenues - excise taxes	88,056	-	-	88,056
Unavailable revenues - departmental and other	26,236	-	313,332	339,568
Total Deferred Inflows of Resources	273,362	-	313,332	586,694
Fund Balances:				
Nonspendable	-	-	395,806	395,806
Restricted	430	-	2,012,020	2,012,450
Committed	74,179	-	-	74,179
Assigned	735,309	-	-	735,309
Unassigned	1,272,137	-	-	1,272,137
Total Fund Balances	2,082,055	-	2,407,826	4,489,881
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 2,892,994	\$ 404,390	\$ 2,874,948	\$ 6,172,332

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO THE STATEMENT OF NET POSITION AS OF
JUNE 30, 2022**

Total Governmental Fund Balances	\$	4,489,881
Capital assets used in governmental activities in the statement of net position are not financial resources and, therefore, are not reported in the funds.		15,805,053
Certain receivables and revenues are deferred in the governmental funds as they are not current financial resources. These revenues are accrued under the economic resources basis of accounting.		586,694
Deferred outflows and inflows of resources to be recognized in future expense are not available resources and, therefore, are not reported in the funds:		
Deferred outflows of resources - pensions	1,109,222	
Deferred inflows of resources - pensions	<u>(1,437,260)</u>	
Net effect of reporting deferred outflows and inflows of resources		(328,038)
Interest is accrued on outstanding long-term debt in the statement of net position but not in the funds until due.		(76,341)
Long-term liabilities not currently due and payable are reported in the statement of net position and not in the funds:		
Net other postemployment benefits liability	(2,062,156)	
Net pension liability	(8,109,225)	
Compensated absences	(118,661)	
Lease liabilities	(220,159)	
Bonds and notes payable	<u>(3,708,710)</u>	
Net effect of reporting long-term liabilities		<u>(14,218,911)</u>
Net Position — Governmental Activities	\$	<u>6,258,338</u>

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2022**

	General Fund	ARPA Grant Fund	Nonmajor Governmental Funds	Total
Revenues:				
Property taxes, net of tax refunds	\$ 11,985,317	\$ -	\$ -	\$ 11,985,317
Intergovernmental	739,537	344,131	808,304	1,891,972
Motor vehicle and other excise taxes	750,379	-	-	750,379
Licenses and permits	101,200	-	-	101,200
Penalties and interest on taxes	43,856	-	-	43,856
Fines and forfeitures	19,218	-	-	19,218
Departmental and other revenues	512,726	-	1,491,443	2,004,169
Contributions and donations	-	-	88,869	88,869
Investment income	(11,673)	798	(46,368)	(57,243)
Total Revenues	14,140,560	344,929	2,342,248	16,827,737
Expenditures:				
Current:				
General government	938,952	344,929	149,374	1,433,255
Public safety	2,341,498	-	980,771	3,322,269
Education	7,476,180	-	-	7,476,180
Public works	1,488,472	-	487,875	1,976,347
Health and human services	81,930	-	156,622	238,552
Culture and recreation	218,364	-	151,730	370,094
Pension and fringe benefits	1,288,972	-	-	1,288,972
State and county charges	46,687	-	-	46,687
Debt service:				
Principal	556,000	-	-	556,000
Interest	170,661	-	-	170,661
Total Expenditures	14,607,716	344,929	1,926,372	16,879,017
Excess (Deficiency) of Revenues Over (Under) Expenditures	(467,156)	-	415,876	(51,280)
Other Financing Sources (Uses):				
Proceeds from state house notes	-	-	231,710	231,710
Transfers in	300,000	-	-	300,000
Transfers out	-	-	(300,000)	(300,000)
Total Other Financing Sources (Uses)	300,000	-	(68,290)	231,710
Change in Fund Balances	(167,156)	-	347,586	180,430
Fund Balances:				
Beginning of the year	2,249,211	-	2,060,240	4,309,451
End of the year	\$ 2,082,055	\$ -	\$ 2,407,826	\$ 4,489,881

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2022**

Change in Fund Balances — Total Governmental Funds \$ 180,430

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is capitalized and depreciated/amortized over their estimated useful lives. Capital asset activity in the current fiscal year included:

Capital asset additions	959,937	
Depreciation/amortization expense	(1,025,950)	
Net effect of reporting capital activity		(66,013)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds. 161,589

The issuance of long-term debt provides current financial resources to the governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither has any effect on net position. Also, the governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is first issued; whereas these amounts are deferred and amortized in the statement of activities. Differences in the treatment of long-term debt transactions in the current fiscal year included:

Issuance of long-term debt	(231,710)	
Repayments of long-term debt	556,000	
Repayments of lease liabilities	66,994	
Net effect of reporting long-term debt activity		391,284

Some revenues/expenses reported in the statement of activities do not provide/require the use of current financial resources and therefore are not reported as revenues/expenses in the governmental funds:

Net other postemployment benefits liability	1,235,159	
Net pension liability	(189,631)	
Compensated absences	19,411	
Accrued interest	3,974	
Net effect of reporting long-term liabilities		1,068,913

Change in Net Position — Governmental Activities \$ 1,736,203

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**PROPRIETARY FUNDS
STATEMENT OF NET POSITION
JUNE 30, 2022**

	Business-Type Activities		
	Electric	Water	Total
Assets:			
Current Assets:			
Cash and cash equivalents	\$ 4,513,068	\$ 392,402	\$ 4,905,470
Investments	1,126,153	-	1,126,153
User charges receivables, net of allowances	245,764	186,176	431,940
Inventories and other current assets	158,204	-	158,204
Total Current Assets	6,043,189	578,578	6,621,767
Noncurrent Assets:			
Net other postemployment benefit asset	270,618	-	270,618
Land	319	641,400	641,719
Construction in-progress	68,448	-	68,448
Depreciable capital assets, net	2,099,816	2,158,347	4,258,163
Total Noncurrent Assets	2,439,201	2,799,747	5,238,948
Total Assets	8,482,390	3,378,325	11,860,715
Deferred Outflows of Resources:			
Other postemployment benefits	59,870	-	59,870
Pensions	790,963	7,120	798,083
Total Deferred Outflows of Resources	850,833	7,120	857,953

(continued)

TOWN OF PAXTON, MASSACHUSETTS

**PROPRIETARY FUNDS
STATEMENT OF NET POSITION
JUNE 30, 2022**

	Business-Type Activities		
	Electric	Water	Total
Liabilities:			
Current Liabilities:			
Warrants and accounts payable	\$ 380,539	\$ 105,337	\$ 485,876
Customer deposits	30,550	-	30,550
Accrued interest	-	9,340	9,340
Compensated absences	-	4,641	4,641
Current portion of long-term debt	-	73,503	73,503
Total Current Liabilities	411,089	192,821	603,910
Noncurrent liabilities:			
Compensated absences	-	8,618	8,618
Net other postemployment benefits liability	-	92,657	92,657
Net pension liability	2,678,433	52,049	2,730,482
Long-term debt	-	955,845	955,845
Total Noncurrent Liabilities	2,678,433	1,109,169	3,787,602
Total Liabilities	3,089,522	1,301,990	4,391,512
Deferred Inflows of Resources:			
Purchased power adjustment	481,081	-	481,081
Contribution in aid of construction	281,947	-	281,947
Rate stabilization reserve	2,460,733	-	2,460,733
Other postemployment benefits	228,366	-	228,366
Pensions	247,350	9,225	256,575
Total Deferred Inflows of Resources	3,699,477	9,225	3,708,702
Net Position:			
Net investment in capital assets	2,168,583	1,770,399	3,938,982
Restricted for depreciation	1,023,313	-	1,023,313
Unrestricted	(647,672)	303,831	(343,841)
Total Net Position	\$ 2,544,224	\$ 2,074,230	\$ 4,618,454

(concluded)

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2022**

	Business-Type Activities		
	Electric	Water	Total
Operating Revenues:			
Charges for services	\$ 3,431,009	\$ 1,033,909	\$ 4,464,918
Other operating revenues	82,537	20,054	102,591
Total Operating Revenues	3,513,546	1,053,963	4,567,509
Operating Expenses:			
Payroll and personnel costs	1,068,009	151,592	1,219,601
Operating costs	2,338,307	858,694	3,197,001
Depreciation	202,160	105,934	308,094
Total Operating Expenses	3,608,476	1,116,220	4,724,696
Operating Loss	(94,930)	(62,257)	(157,187)
Nonoperating Revenues (Expenses):			
Intergovernmental	3,780	-	3,780
Investment income	(31,395)	491	(30,904)
Interest expenses	(166)	(35,222)	(35,388)
Total Nonoperating Revenues (Expenses)	(27,781)	(34,731)	(62,512)
Change in Net Position	(122,711)	(96,988)	(219,699)
Net Position:			
Beginning of the year	2,666,935	2,171,218	4,838,153
End of the year	\$ 2,544,224	\$ 2,074,230	\$ 4,618,454

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

**PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022**

	Business-Type Activities		
	Electric	Water	Total
Cash Flows from Operating Activities:			
Receipts from user charges	\$ 3,452,128	\$ 1,026,312	\$ 4,478,440
Receipts from other operating revenues	82,537	20,054	102,591
Payments to employees	(955,478)	(209,633)	(1,165,111)
Payments to vendors	(2,287,417)	(922,394)	(3,209,811)
Net Cash Provided by (Used in) Operating Activities	291,770	(85,661)	206,109
Cash Flows from Noncapital Financial Activities:			
Proceeds from operating grants	3,780	-	3,780
Net Cash Provided by Noncapital Financing Activities	3,780	-	3,780
Cash Flows from Capital and Related Financing Activities:			
Acquisition and construction of capital assets	(248,041)	-	(248,041)
Principal repayments on long-term debt	-	(71,667)	(71,667)
Interest payments	(166)	(35,788)	(35,954)
Net Cash Used in Capital and Related Financing Activities	(248,207)	(107,455)	(355,662)
Cash Flow from Investing Activities:			
Investment income	(31,395)	491	(30,904)
Investment of operating cash	(188,380)	-	(188,380)
Net Cash (Used in) Provided by Investing Activities	(219,775)	491	(219,284)
Change in Cash and Cash Equivalents	(172,432)	(192,625)	(365,057)
Cash and Cash Equivalents:			
Beginning of the year	4,685,500	585,027	5,270,527
End of the year	\$ 4,513,068	\$ 392,402	\$ 4,905,470

(continued)

TOWN OF PAXTON, MASSACHUSETTS

**PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022**

	Business-Type Activities		
	Electric	Water	Total
Reconciliation of Operating Loss to Net Cash Provided by (Used in) Operating Activities:			
Operating Loss	\$ (94,930)	\$ (62,257)	\$ (157,187)
Adjustments to Reconcile Operating Loss to Net Cash Provided by (Used in) Operating Activities:			
Depreciation expense	202,160	105,934	308,094
Changes in assets, deferred outflows (inflows) of resources and liabilities:			
Receivables and other current assets	(12,487)	(7,597)	(20,084)
Warrants payable and other current liabilities	84,496	(63,700)	20,796
Accrued and deferred benefits payable	112,531	(58,041)	54,490
Net Cash Provided by (Used in) Operating Activities	\$ 291,770	\$ (85,661)	\$ 206,109
			<i>(concluded)</i>

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2022

	Electric OPEB Trust (a)
Assets:	
Cash and cash equivalents	\$ 2,632
Invested with MMWEC	978,786
Total Assets	981,418
Liabilities:	
Warrants payable and other liabilities	-
Total Liabilities	-
Net Position:	
Restricted for other postemployment benefits	981,418
Total Net Position	\$ 981,418

(a) As of December 31, 2021.

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
JUNE 30, 2022

	<u>Electric OPEB Trust (a)</u>
Additions:	
Employer contributions	\$ (6,798)
Net investment income	<u>113,392</u>
Total Additions	<u>106,594</u>
Deductions:	
Health benefits to retirees and survivors	<u>26,570</u>
Total Deductions	<u>26,570</u>
Change in Net Position	80,024
Net Position:	
Beginning of the year	<u>901,394</u>
End of the year	<u><u>\$ 981,418</u></u>

(a) As of and for the year ended December 31, 2021.

See accompanying notes to basic financial statements.

TOWN OF PAXTON, MASSACHUSETTS

NOTES TO BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2022

I. Summary of Significant Accounting Policies

The accompanying basic financial statements of the Town of Paxton (the “Town”) have been prepared in conformity with generally accepted accounting principles (“GAAP”) as applied to state and local governments. GAAP is prescribed by the Governmental Accounting Standards Board (“GASB”), which is the primary standard-setting body for state and local government entities. The following is a summary of the more significant policies and practices used by the Town.

A. Reporting Entity

The Town is located in Worcester County, approximately forty-five miles west of the City of Boston and borders the City of Worcester. The Town was incorporated in 1765. The governing structure utilizes an open town meeting format with an elected three-member Board of Selectmen and an appointed Town Administrator, who oversees the Town’s daily executive and administrative duties. Selectmen serve staggered three-year terms.

The Town provides governmental services for the territory within its boundaries, including public safety, education through a regional school district, public works, health and human services, culture and recreation, general governmental services, water and electricity. The electric and water activities are funded through user charges and treated as business enterprises in these basic financial statements.

Component units, while separate entities, are in substance part of the governmental operations if the significance of their operations and/or financial relationship with the Town meet certain criteria. The component unit discussed below is included in the Town's reporting entity because of the significance of its operations or financial relationships with the Town.

Paxton Municipal Light Department – Paxton Municipal Light Department, (“PMLD” or “Electric”), which provides electrical services to the Town’s inhabitants, is required to be included as a component unit of the Town. PMLD accounts for its operations on a calendar year basis. The net position and results of PMLD’s operations as of and for the year ended December 31, 2021 have been included in the Town’s proprietary funds financial statements. The PMLD issued stand-alone audited financial statements from another auditor, which can be obtained from the PMLD. PMLD is located at 578 Pleasant Street, Paxton Massachusetts 01612.

The Town is a member community of the Wachusett Regional School District, which provides educational services to five area communities. This joint venture assesses each community its share of operational and debt service costs based on student population and other factors. In fiscal year 2022, the Town’s assessment was \$7,156,440. There is no equity interest reported in these financial statements. Complete audited financial statements can be obtained directly from the District’s administrative office located at Jefferson School, 1745 Main Street, Jefferson, MA 01522.

In addition, the Town is a member community of the Bay Path Regional Vocational Technical School, which belongs to the Southern Worcester County Regional Vocational School District. This joint venture assesses each of the ten member communities its share of the operational and debt service costs based on student population and other factors. In fiscal year 2022, the Town's assessment was \$319,740. There is no equity interest reported in these financial statements. Complete audited financial statements can be obtained directly from the District's administrative office located at 57 Old Muggett Hill Road, Charlton, MA 01507.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. The effect of material interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which are primarily supported by user fees. Likewise, the primary government is reported separately from the legally separate component unit for which the primary government is financially accountable.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the fiduciary funds are excluded from the government-wide financial statements. Major individual government funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor governmental funds are aggregated and presented in a single column.

Major Fund Criteria – Major funds must be reported if both of the following criteria are met:

- 1) The total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10% of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), and
- 2) The total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5% of the corresponding element for all governmental and enterprise funds combined.

In addition, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting as are proprietary funds. Under this method, revenues are recorded when earned and expenses are recorded when incurred. Property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues. The effect of material interfund activity has been removed from the government-wide financial statements.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when susceptible to accrual (i.e., measurable and available). Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

The Town applies the susceptible to accrual criteria to intergovernmental revenues. In applying the susceptible to accrual concept, there are two types of revenues. In one, monies must be expended for a specific purpose or project before any amounts will be paid to the; therefore, revenues are recognized as expenditures are incurred. In the other, monies are virtually unrestricted and are usually revocable only for failure to comply with prescribed requirements. These resources are reflected as revenues when cash is received, or earlier if the susceptible to accrual criteria are met. State aid is accrued as revenue in the year that the funds are appropriated by the Commonwealth of Massachusetts (the "Commonwealth").

The Town considers property tax revenues to be available if they are collected within sixty days after the end of the fiscal year. Investment income associated with the current fiscal period is susceptible to accrual and has been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when the cash is received and are recognized as revenue at that time.

The government reports the following major governmental funds:

General Fund – is the government’s primary operating fund. It accounts for all financial resources of the general government except those required to be accounted for in another fund.

ARPA Grant Fund – was established in fiscal year 2022 to account for the Town’s expenditure of the American Rescue Plan Act of 2021.

Nonmajor Governmental Funds – consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the nonmajor governmental funds column on the governmental funds financial statements. The following describes the general use of these fund types:

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

Capital Projects Funds are used to account for financial resources that are restricted, committed or assigned to expenditures for capital outlays.

Permanent Funds are used to account for financial resources that are restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

The proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recognized when earned and expenses are recorded when incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues are user charges and fees, while operating expenses consist of salaries, ordinary maintenance, assessments, indirect costs and depreciation. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The Town reports its electric and water enterprises as major proprietary funds.

Fiduciary fund financial statements are reported using the economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity and cannot be used to support the governmental programs. The Town reports the PMLD's other postemployment benefits ("OPEB") trust fund as fiduciary funds. The Town OPEB Plan does not report any assets at June 30, 2022.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Equity

Deposits and Investments – The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Investments for the Town and its component unit are reported at fair value. When actively quoted observable prices are not available, the Town generally uses either implied pricing from similar investments or valuation models based on net present values of estimated future cash flows (adjusted as appropriate for liquidity, credit, market and/or other risk factors).

The Town categorizes its fair value measurements within the fair value hierarchy established by GAAP. This hierarchy is based on valuation inputs used to measure the fair value of the asset or liability. The three levels of the hierarchy are as follows:

- *Level 1* – Inputs are quoted prices in active markets for identical investments at the measurement date.
- *Level 2* – Inputs (other than quoted prices included in Level 1) are either directly or indirectly observable for the investment through correlation with market data at the measurement date and for the duration of the instrument's anticipated life.
- *Level 3* – Inputs reflect the Town's best estimate of what market participants would use in pricing the investment at the measurement date.

Receivables – Real estate and personal property taxes are assessed on January 1 every year. Bills are sent quarterly and are due on August 1, November 1, February 1 and May 1, or thirty days subsequent to the mailing date. Interest accrues on delinquent taxes up to the statutory interest percentage rate per annum. Property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate taxes and water usage fees are secured through a lien process within sixty days after the due date and are considered 100% collectible. Accordingly, an allowance for uncollectible balances for these receivables is not expected to be significant. All personal property tax, excise tax and other departmental receivables are shown net of an allowance for uncollectible accounts.

Inventories and Prepaid Items – In the case of the Town, inventories, which are not material to the basic financial statements, are considered to be expenditures at the time of purchase. With respect to the PMLD, materials and supplies are inventories of parts and accessories purchased for use in PMLD’s operations. Materials and supplies inventory are stated at the lower of cost or market with cost being determined on a first-in, first-out basis.

Certain payments to vendors reflect costs applicable to future accounting periods and may be recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets – Capital assets, which include land, land improvements, buildings and improvements, machinery and equipment, vehicles, software and infrastructure are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at the estimated fair market value at the date of donation.

All purchases and construction costs in excess of \$5,000 are capitalized at the date of acquisition or construction, respectively, with expected lives of greater than two years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets (excluding land and construction in-progress) are depreciated by the Town and the PMLD on a straight-line-basis.

The estimated useful lives of capital assets being depreciated are as follows:

Land improvements	40 years
Buildings and improvements	10 – 50 years
Vehicles, machinery and equipment	5 – 25 years
Infrastructure	15 – 50 years

Interfund Balances – Activity between funds that are representative of lending arrangements outstanding at the end of the fiscal year are referred to as either due to/from other funds or advances to/from other funds. All other outstanding balances between funds are reported as due to/from other funds.

Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as internal balances.

Interfund Transfers – During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out in the individual fund statements. Transfers between and within governmental and fiduciary funds are eliminated from the governmental activities in the statement of activities. Any residual balances outstanding between the governmental activities and the business-type activities are reported in the statement of activities as transfers, net.

Investment Income – Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by state law. Investment income of the proprietary funds is voluntarily assigned to the general fund.

Compensated Absences – It is the Town’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Compensated absence liabilities related to both governmental and business-type activities are normally paid from the funds reporting payroll and related expenditures. Amounts related to these benefits are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured.

Unearned Revenues – Amounts collected in advance from federal and state agencies are reported as unearned revenues, if material.

Long-Term Debt – Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method if material. Bond anticipation notes payable are reported net of the applicable bond premium or discount.

In the governmental fund financial statements, the face amount of long-term debt issued is reported as other financing sources. Premiums received on a debt issuance are reported as other financing sources while discounts are reported as other financing uses, if material. Issuance costs are exclusively reported as general government expenditures regardless of whether they are withheld from the actual proceeds.

Risk Financing – The Town insures for workers’ compensation, health, unemployment benefits, casualty, theft and other losses. Uninsured losses are recorded as expenditures when incurred.

Deferred Outflows/Inflows of Resources – In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town reports deferred outflows of resources in its government-wide financial statements relative to OPEB and pension-related transactions. These amounts will be recognized as an outflow of resources over the next five years. The Town does not report deferred outflows of resources in its governmental funds financial statements.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town reports deferred inflows of resources in its government-wide financial statements relative to certain PMLD transactions, OPEB and pension-related transactions. The deferred OPEB and pensions will be recognized as reductions to OPEB and pension expense within the next five years. The

Town reports unavailable revenues as deferred inflows of resources in its governmental funds financial statements. These amounts will be recognized as an inflow of resources in the period that the amounts become available.

Fund Equity – In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent in which the Town is required to honor constraints on the specific purpose for which amounts in the funds can be spent.

Fund balance is reported in five components – nonspendable, restricted, committed, assigned, and unassigned as described below:

Nonspendable represents amounts that cannot be spent because they are either (a) not in spendable form (i.e., inventory or prepaid items) or (b) legally or contractually required to be maintained intact such as the corpus of an endowment.

Restricted represents amounts that have constraints placed either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the Town to assess, levy, charge or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed represents amounts that can only be used for specific purposes pursuant to formal action of the Town’s highest level of decision-making authority, which is the Town Meeting action, and can be modified or rescinded on through these actions.

Assigned represents amounts that are constrained by the Town’s intent to be used for specific purposes but are neither restricted nor committed.

Unassigned represents amounts that have not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

Net Position – In the government-wide financial statements, net position reported as net investment in capital assets includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital related debt.

Net position is reported as restricted when amounts are not available for appropriation or are legally restricted by outside parties for a specific use. Net position has been restricted for the following:

Nonexpendable perpetual funds represent the endowment portion of donor restricted trusts that support governmental programs.

Expendable perpetual funds represent the spendable, yet restricted, amount of various trust funds that support governmental programs.

Revolving funds represent assets that have been accumulated from specific services not supported by the Town's general appropriation.

Depreciation fund is used by the PMLD to account for cash reserved for plant improvements, decommissioning, contractual commitments and deferred costs related to such commitments that the PLMD board determines are above market value.

Other purposes represent assets that are restricted by donors or the Town's legislative body for specific governmental programs and uses.

F. Use of Estimates

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

II. Detailed Notes to All Funds

A. Deposits and Investments

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as cash and cash equivalents. The deposits and investments of trust funds are held separately from those of other funds.

State laws and regulations require the Town to invest funds only in pre-approved investment instruments which include but are not necessarily limited to bank deposits, money markets, certificates of deposit, U.S. obligations, repurchase agreements, and State Treasurer's investment pool administered by the Massachusetts Municipal Depository Trust (the "MMDT"). In addition, the statutes impose various limitations on the amount and length of investments and deposits. Repurchase agreements cannot be for a period of over ninety days, and the underlying security must be a United States obligation. During the fiscal year, the Town did not enter into any repurchase agreements.

Deposits and Investments of the Town (excludes the PMLD)

Custodial Credit Risk: Deposits - In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Town does not have a deposit policy for custodial credit risk relative to cash holdings. At June 30, 2022, all of the Town's bank deposits were fully insured by the Federal Depository Insurance Corporation ("FDIC"), the Depositors Insurance Fund ("DIF") or other forms of collateralization and was therefore unexposed to custodial credit risk.

Custodial Credit Risk: Investments - In the case of investments, this is the risk that in the event of the invested party not being able to provide required payments to investors, ceasing to exist, or filing of bankruptcy, the Town may not be able to recover the full amount of its principal investment and/or investment earnings. The Town does not have a formal investment policy related to custodial credit risk. All of the Town's investments are registered in its name and

cannot be pledged or assigned, accordingly the Town is not exposed to custodial credit risk on its investments.

Fair Value Measurements: Investments – The following table presents the Town’s investments carried at fair value on a recurring basis in the statement of net position at June 30, 2022:

Investments by Fair Value Level	June 30, 2022	Fair Value Measurements Using		
		Level 1	Level 2	Level 3
Debt securities:				
U.S. Treasury notes	\$ 346,148	\$ 346,148	\$ -	\$ -
U.S. Governmental agency obligations	113,418	113,418	-	-
Corporate bonds	409,435	-	409,435	-
Total debt securities	869,001	459,566	409,435	-
Mutual funds	257,749	-	257,749	-
Total investments by fair value level	\$ 1,126,750	\$ 459,566	\$ 667,184	\$ -

Concentration of Credit Risk: Investments – The Town’s investment policy prohibits any investment (excluding U.S. Treasuries or agencies and MMDT) to exceed 10% of the Town’s investments. The following investments held by the Town at June 30, 2022 represents 62.6% of the Town’s total investments:

U.S. Treasury notes	30.7%
U.S. Governmental agency obligations	10.1%
Corporate bond - Duke Energy Corp	5.6%
Corporate bond - AT&T, Inc.	5.8%
Corporate bond - Verizon Communications, Inc.	5.3%
Corporate bond - Xcel Energy, Inc.	5.1%

Interest Rate Risk: Investments – This is the risk that changes in interest rates will adversely affect the market value of an investment. The Town does not have formal investment policies that limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. In practice, the Town mitigates interest rate risk by managing the duration of its investments. At June 30, 2022, the Town had the following investments and maturities:

Investment Type	Fair Value	Time Until Maturity (in years)		
		Less Than 1	1 to 5	6 to 10
U.S. government obligations	\$ 459,566	\$ 190,632	\$ 268,934	\$ -
Corporate bonds	409,435	53,593	355,842	-
Total investments with maturities	869,001	\$ 244,225	\$ 624,776	\$ -
Mutual funds	257,749			
Total Town investments	\$ 1,126,750			

Credit Risk: Investments – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Town’s investment policy seeks to mitigate this risk using a capital preservation strategy. In practice, the Town seeks to purchase investment grade securities with a high concentration of securities rated A or above as determined by credit rating agencies.

The following table summarizes the credit ratings of the Town’s investments in debt securities at June 30, 2022:

Moody's Rating	U.S		Total
	Government Obligations	Corporate Bonds	
Aaa	\$ 459,566	\$ -	\$ 459,566
A1	-	54,587	54,587
A3	-	53,593	53,593
Baa1	-	172,369	172,369
Baa2	-	128,886	128,886
	<u>\$ 459,566</u>	<u>\$ 409,435</u>	<u>\$ 869,001</u>

Deposits and Investments of the PMLD (as of December 31, 2021)

Custodial Credit Risk: Deposits –The PMLD’s policy for custodial credit risk of deposits is to rely on FDIC and DIF insurance coverage for deposits held at each financial institution. All of the PMLD’s funds are deposited with the Town. All PMLD deposits were fully insured at December 31, 2021.

Custodial Credit Risk: Investments –The PMLD’s policy for custodial credit risk of investments intends that all investments are either insured and/or registered in the name of the PMLD. At December 31, 2021, the PMLD was not exposed to custodial credit risk on its investments.

Fair Value Measurements: Investments – The following table presents the PMLD’s investments carried at fair value on a recurring basis as of December 31, 2021:

Investments by Fair Value Level	December 31, 2021	Fair Value Measurements Using		
		Level 1	Level 2	Level 3
Debt securities:				
U.S. Government obligations	\$ 473,962	\$ 473,962	\$ -	\$ -
Corporate bonds	<u>554,480</u>	<u>-</u>	<u>554,480</u>	<u>-</u>
Total debt securities	<u>1,028,442</u>	<u>473,962</u>	<u>554,480</u>	<u>-</u>
Mutual funds	<u>97,711</u>	<u>-</u>	<u>97,711</u>	<u>-</u>
Total investments by fair value level	<u>\$ 1,126,153</u>	<u>\$ 473,962</u>	<u>\$ 652,191</u>	<u>\$ -</u>

Concentration of Credit Risk: Investments –The PMLD’s investments in U.S. Treasury notes and other government obligations of federal agencies represented approximately 42% of the PMLD’s total investments at December 31, 2021. No other individual investment represented more than 5% of the PMLD’s total investments.

Interest Rate Risk: Investments –The PMLD does not have a formal investment policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. In practice, the PMLD mitigates interest rate risk by managing the duration of its investments. At December 31, 2021, the PMLD had the following investments and maturities:

Investment Type	Fair Value	Time Until Maturity (in years)		
		Less Than 1	1 to 5	6 to 10
U.S. government obligations	\$ 473,962	\$ 140,450	\$ 333,512	\$ -
Corporate bonds	554,480	32,183	468,498	53,799
Total investments with maturities	1,028,442	<u>\$ 172,633</u>	<u>\$ 802,010</u>	<u>\$ 53,799</u>
Mutual funds	97,711			
Total PMLD investments	<u>\$ 1,126,153</u>			

Credit Risk: Investments – The following table summarizes the credit ratings of the PMLD’s investments in debt securities at December 31, 2021:

S&P Rating	U.S.		Total
	Government Obligations	Corporate Bonds	
AA+	\$ 473,962	\$ -	\$ 473,962
A+	-	239,324	239,324
A	-	19,465	19,465
A-	-	65,326	65,326
BBB+	-	98,432	98,432
BBB	-	131,933	131,933
	<u>\$ 473,962</u>	<u>\$ 554,480</u>	<u>\$ 1,028,442</u>

B. Receivables

Receivables as of June 30, 2022 for the Town’s major governmental funds and nonmajor governmental funds in the aggregate, including applicable allowances for uncollectible accounts, were as follows:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
Real estate taxes	\$ 100,912	\$ -	\$ 100,912
Personal property taxes	857	-	857
Tax liens	74,034	-	74,034
Excise taxes	102,056	(14,000)	88,056
Departmental and other	638,362	(321,000)	317,362
Title V loan receivables	113,642	-	113,642
Intergovernmental	<u>122,301</u>	<u>-</u>	<u>122,301</u>
	<u>\$ 1,152,164</u>	<u>\$ (335,000)</u>	<u>\$ 817,164</u>

Receivables reported in the Town’s proprietary funds were entirely related to user charges.

Governmental funds report unavailable revenues in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. The following table identifies the components of unavailable revenues in the governmental funds:

	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
Property taxes	\$ 85,036	\$ -	\$ 85,036
Tax liens	74,034	-	74,034
Excise taxes	88,056	-	88,056
Departmental and other	<u>26,236</u>	<u>313,332</u>	<u>339,568</u>
	<u>\$ 273,362</u>	<u>\$ 313,332</u>	<u>\$ 586,694</u>

C. Interfund Transfers

During fiscal year 2022, the Town recorded transfers of \$300,000 from its ambulance receipts reserved for appropriation fund to its general fund.

D. Capital Assets

Capital asset activity for the year ended June 30, 2022 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<i><u>Governmental Activities:</u></i>				
Capital assets not being depreciated:				
Land	\$ 2,673,115	\$ -	\$ -	\$ 2,673,115
Capital assets being depreciated:				
Buildings and improvements	22,257,805	117,956	-	22,375,761
Infrastructure	3,851,143	576,931	-	4,428,074
Machinery and equipment	4,614,724	76,540	-	4,691,264
Vehicles	<u>1,377,273</u>	<u>188,510</u>	<u>(83,746)</u>	<u>1,482,037</u>
Total capital assets being depreciated	<u>32,100,945</u>	<u>959,937</u>	<u>(83,746)</u>	<u>32,977,136</u>
Less accumulated depreciation for:				
Buildings and improvements	(12,542,831)	(481,682)	-	(13,024,513)
Infrastructure	(1,923,344)	(221,453)	-	(2,144,797)
Machinery and equipment	(3,498,226)	(212,082)	-	(3,710,308)
Vehicles	<u>(938,593)</u>	<u>(110,733)</u>	<u>83,746</u>	<u>(965,580)</u>
Total accumulated depreciation	<u>(18,902,994)</u>	<u>(1,025,950)</u>	<u>83,746</u>	<u>(19,845,198)</u>
Total capital assets being depreciated, net	<u>13,197,951</u>	<u>(66,013)</u>	<u>-</u>	<u>13,131,938</u>
Total governmental activities capital assets, net	<u>\$ 15,871,066</u>	<u>\$ (66,013)</u>	<u>\$ -</u>	<u>\$ 15,805,053</u>
<i><u>Business-Type Activities - Combined:</u></i>				
Capital assets not being depreciated:				
Land	\$ 641,719	\$ -	\$ -	\$ 641,719
Construction in-progress	<u>33,709</u>	<u>68,448</u>	<u>(33,709)</u>	<u>68,448</u>
Total capital assets not being depreciated	<u>675,428</u>	<u>68,448</u>	<u>(33,709)</u>	<u>710,167</u>
Capital assets being depreciated:				
Electric plant	6,738,651	213,302	(49,673)	6,902,280
Buildings and improvements	696,400	-	-	696,400
Infrastructure	4,433,632	-	-	4,433,632
Machinery and equipment	58,139	-	-	58,139
Vehicles	<u>76,334</u>	<u>-</u>	<u>-</u>	<u>76,334</u>
Total capital assets being depreciated	<u>12,003,156</u>	<u>213,302</u>	<u>(49,673)</u>	<u>12,166,785</u>
Less accumulated depreciation for:				
Electric plant	(4,649,977)	(202,160)	49,673	(4,802,464)
Buildings and improvements	(454,975)	(15,030)	-	(470,005)
Infrastructure	(2,460,256)	(78,380)	-	(2,538,636)
Machinery and equipment	(33,616)	(2,541)	-	(36,157)
Vehicles	<u>(51,377)</u>	<u>(9,983)</u>	<u>-</u>	<u>(61,360)</u>
Total accumulated depreciation	<u>(7,650,201)</u>	<u>(308,094)</u>	<u>49,673</u>	<u>(7,908,622)</u>
Total capital assets being depreciated, net	<u>4,352,955</u>	<u>(94,792)</u>	<u>-</u>	<u>4,258,163</u>
Total business-type activities capital assets, net	<u>\$ 5,028,383</u>	<u>\$ (26,344)</u>	<u>\$ (33,709)</u>	<u>\$ 4,968,330</u>

	Beginning Balance	Increases	Decreases	Ending Balance
<i><u>Business-Type Activities: PMLD</u></i>				
Capital assets not being depreciated:				
Land	\$ 319	\$ -	\$ -	\$ 319
Construction in-progress	<u>33,709</u>	<u>68,448</u>	<u>(33,709)</u>	<u>68,448</u>
Total capital assets not being depreciated	<u>34,028</u>	<u>68,448</u>	<u>(33,709)</u>	<u>68,767</u>
Capital assets being depreciated:				
Distribution plant	5,142,253	129,216	(19,725)	5,251,744
General plant	<u>1,596,398</u>	<u>84,086</u>	<u>(29,948)</u>	<u>1,650,536</u>
Total capital assets being depreciated	<u>6,738,651</u>	<u>213,302</u>	<u>(49,673)</u>	<u>6,902,280</u>
Less accumulated depreciation for:				
Distribution plant	(4,023,000)	(119,735)	19,725	(4,123,010)
General plant	<u>(626,977)</u>	<u>(82,425)</u>	<u>29,948</u>	<u>(679,454)</u>
Total accumulated depreciation	<u>(4,649,977)</u>	<u>(202,160)</u>	<u>49,673</u>	<u>(4,802,464)</u>
Total capital assets being depreciated, net	<u>2,088,674</u>	<u>11,142</u>	<u>-</u>	<u>2,099,816</u>
Total PMLD capital assets, net	<u>\$ 2,122,702</u>	<u>\$ 79,590</u>	<u>\$ (33,709)</u>	<u>\$ 2,168,583</u>
<i><u>Business-Type Activities: Water</u></i>				
Capital assets not being depreciated:				
Land	<u>\$ 641,400</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 641,400</u>
Capital assets being depreciated:				
Buildings and improvements	696,400	-	-	696,400
Infrastructure	4,433,632	-	-	4,433,632
Machinery and equipment	58,139	-	-	58,139
Vehicles	<u>76,334</u>	<u>-</u>	<u>-</u>	<u>76,334</u>
Total capital assets being depreciated	<u>5,264,505</u>	<u>-</u>	<u>-</u>	<u>5,264,505</u>
Less accumulated depreciation for:				
Buildings and improvements	(454,975)	(15,030)	-	(470,005)
Infrastructure	(2,460,256)	(78,380)	-	(2,538,636)
Machinery and equipment	(33,616)	(2,541)	-	(36,157)
Vehicles	<u>(51,377)</u>	<u>(9,983)</u>	<u>-</u>	<u>(61,360)</u>
Total accumulated depreciation	<u>(3,000,224)</u>	<u>(105,934)</u>	<u>-</u>	<u>(3,106,158)</u>
Total capital assets being depreciated, net	<u>2,264,281</u>	<u>(105,934)</u>	<u>-</u>	<u>2,158,347</u>
Total Water capital assets, net	<u>\$ 2,905,681</u>	<u>\$ (105,934)</u>	<u>\$ -</u>	<u>\$ 2,799,747</u>

Depreciation/amortization expense was charged to functions/programs in the governmental activities as follows:

General government	\$ 18,663
Public safety	429,405
Education	242,705
Public works	301,015
Health and human services	12,574
Culture and recreation	<u>21,588</u>
	<u>\$ 1,025,950</u>

E. Purchased Power Working Capital

The PMLD is a member and participant of the Massachusetts Municipal Wholesale Electric Company (“MMWEC”). A purchased power working capital is an amount held by MMWEC as an escrow. The purchased power working capital fund is replenished as needed from the PMLD’s monthly invoice payments. The income earned from the purchased power working capital fund applicable to the PMLD’s deposit is applied as a credit to MMWEC’s power sales billings. The balance in the purchased power working capital funds as of December 31, 2021 is \$440,314 and is reported in the PMLD’s current assets.

F. Temporary Debt

The Town is authorized to borrow on a temporary basis to fund its current operating costs as well as capital projects. Temporary notes are general obligations of the Town and carry maturity dates that are limited by state law. Interest expenditures and expenses for temporary borrowings are accounted for in the general fund and enterprise funds.

Temporary notes are general obligations of the Town and carry maturity dates not in excess of one year. There were no temporary borrowings in the current year.

G. Long-Term Obligations

The Town issues general obligation bonds, notes and capital leases to provide funds for the acquisition and construction of major capital projects and facilities. General obligation bonds and notes have been issued for both governmental and business-type activities. Additionally, the Town incurs various other long-term obligations relative to personnel benefit costs.

The following reflects the current year activity (the PMLD's activity is for the year ended December 31, 2021) in the long-term liability accounts:

Description of Issue	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
<i>Governmental Activities:</i>					
General obligation bonds	\$ 2,140,000	\$ -	\$ (315,000)	\$ 1,825,000	\$ 315,000
Direct borrowings and placements	1,893,000	231,710	(241,000)	1,883,710	207,710
Lease liabilities	287,153	-	(66,994)	220,159	34,498
Compensated absences	138,072	-	(19,411)	118,661	41,531
Net OPEB liability	3,297,315	-	(1,235,159)	2,062,156	-
Net pension liability	8,716,910	-	(607,685)	8,109,225	-
Total Governmental Activities	\$ 16,472,450	\$ 231,710	\$ (2,485,249)	\$ 14,218,911	\$ 598,739
<i>Business-Type Activities - Water:</i>					
Direct borrowings and placements	1,080,602	-	(61,708)	1,018,894	63,049
Lease liabilities	20,413	-	(9,959)	10,454	10,454
Compensated absences	17,622	-	(4,363)	13,259	4,641
Net OPEB liability	148,155	-	(55,498)	92,657	-
Net pension liability	55,310	18,940	(22,201)	52,049	-
Total Water	\$ 1,322,102	\$ 18,940	\$ (153,729)	\$ 1,187,313	\$ 78,144
<i>Business-Type Activities - PMLD:</i>					
Net OPEB asset	\$ (281,491)	\$ 65,398	\$ (54,525)	\$ (270,618)	\$ -
Net pension liability	2,688,855	1,358,904	(1,369,326)	2,678,433	-
Total PMLD	\$ 2,407,364	\$ 1,424,302	\$ (1,423,851)	\$ 2,407,815	\$ -

The governmental activities liabilities will be liquidated by the general fund. The business-type liabilities will be liquidated by the water and PMLD enterprise funds.

General obligation bonds and notes payable outstanding at June 30, 2022 were as follows:

Description of Issue	Interest Rates	Beginning Balance	Increases	Decreases	Ending Balance
<i>Governmental Activities:</i>					
General obligation bonds	2.50 - 5.00%	\$ 2,140,000	\$ -	\$ (315,000)	\$ 1,825,000
USDA note payable	4.38%	1,400,000	-	(50,000)	1,350,000
State House serial loan notes payable	2.20 - 3.80%	493,000	231,710	(191,000)	533,710
Total Governmental Activities		\$ 4,033,000	\$ 231,710	\$ (556,000)	\$ 3,708,710
<i>Business-Type Activities - Water:</i>					
MCWT notes payable	2.00%	\$ 1,080,602	\$ -	\$ (61,708)	\$ 1,018,894
Total Water		\$ 1,080,602	\$ -	\$ (61,708)	\$ 1,018,894

Debt service requirements on long-term debt at June 30, 2022 are as follows:

Year Ended June 30,	Governmental Activities				Business-Type Activities: Water	
	General Obligation Bonds		Direct Borrowings and Placements		Direct Borrowings and Placements	
	Principal	Interest	Principal	Interest	Principal	Interest
2023	\$ 315,000	\$ 82,043	\$ 207,710	\$ 73,717	\$ 63,049	\$ 20,378
2024	315,000	68,262	156,000	67,619	64,419	19,117
2025	315,000	54,482	130,000	62,700	65,819	17,829
2026	315,000	40,702	120,000	58,275	67,250	16,512
2027	310,000	26,132	95,000	54,138	68,711	15,167
2028 - 2032	255,000	11,794	325,000	222,237	366,615	54,615
2033 - 2037	-	-	250,000	164,062	323,031	16,325
2038 - 2042	-	-	250,000	109,375	-	-
2043 - 2047	-	-	250,000	54,688	-	-
2048 - 2049	-	-	100,000	6,562	-	-
	<u>\$ 1,825,000</u>	<u>\$ 283,415</u>	<u>\$ 1,883,710</u>	<u>\$ 873,373</u>	<u>\$ 1,018,894</u>	<u>\$ 159,943</u>

At June 30, 2022, no amounts were authorized and unissued for additional borrowings.

H. Lease Liabilities

The Town is party to several noncancellable leases for machinery and vehicles. For financial reporting purposes, these leases have been capitalized and reported as lease liabilities. Lease payment requirements are of June 30, 2022 were as follows:

Year Ended June 30,	Principal	Interest	Total
<i>Governmental Activities:</i>			
2023	\$ 34,498	\$ 8,425	\$ 42,923
2024	35,881	7,042	42,923
2025	27,797	5,602	33,399
2026	28,837	4,562	33,399
2027	29,916	3,483	33,399
Thereafter	<u>63,230</u>	<u>3,569</u>	<u>66,799</u>
	<u>\$ 220,159</u>	<u>\$ 32,683</u>	<u>\$ 252,842</u>

Business-Type Activities - Water:

2023	<u>\$ 10,454</u>	<u>\$ 520</u>	<u>\$ 10,974</u>
------	------------------	---------------	------------------

Assets acquired through lease transactions were as follows:

Ambulance	\$ 288,204
DPW truck	56,980
Water truck	<u>49,914</u>
Leased assets at cost	395,098
Less accumulated amortization	<u>(158,273)</u>
Leased assets, net	<u>\$ 236,825</u>

I. Fund Balances

The components of fund balances as listed in aggregate in the governmental funds balance sheet at June 30, 2022 are detailed as follows:

	<u>General</u>	Nonmajor Governmental <u>Funds</u>	<u>Total</u>
Nonspendable:			
Nonexpendable trust funds	\$ -	\$ 395,806	\$ 395,806
Restricted:			
General government	-	487,336	487,336
Public safety	-	668,312	668,312
Health and human services	-	262,250	262,250
Culture and recreation	-	350,019	350,019
Other purposes	430	244,103	244,533
Committed:			
Public works articles	74,179	-	74,179
Assigned:			
General government	1,804	-	1,804
Public works	43,650	-	43,650
Subsequent year expenditures	689,855	-	689,855
Unassigned:			
Capital stabilization	116,365	-	116,365
General stabilization	445,117	-	445,117
Unrestricted	<u>710,655</u>	<u>-</u>	<u>710,655</u>
	<u>\$ 2,082,055</u>	<u>\$ 2,407,826</u>	<u>\$ 4,489,881</u>

The ARPA grant fund is not presented in the table above as it did not report a fund balance at June 30, 2022.

Stabilization Funds – The Town maintains general and capital stabilization funds. The use of stabilization funds requires the vote of two-thirds of Town Meeting. These stabilization funds are reported as components of the Town’s unassigned general fund balance.

Encumbrances – The Town’s encumbrance policy regarding the general fund is to (1) classify encumbrances that arise from the issuance of purchase orders resulting from normal purchasing activity approved by the Town Controller as assigned, and (2) classify encumbrances that result from an action of the Town Council as committed. Encumbrances of funds already restricted or committed are included within the classification of those fund balances and not reported separately. The Town reports \$45,454 of encumbrances from normal purchasing activity in the general fund as assigned. There are no encumbrances reported in any other fund.

J. Excess of Expenditures Over Appropriations and Deficits

During the year ended June 30, 2022, there were no material instances where expenditures exceeded appropriations. There were no material deficit fund balances to report at June 30, 2022.

III. Other Information

A. Retirement Systems

Pension Plan Description – The Town contributes to the Worcester Regional Retirement System (the “Retirement System”), a cost-sharing multiple-employer defined benefit pension plan. The Retirement System was established under Chapter 32 of Massachusetts General Law (“MGL”). The Retirement System is administered by the Worcester Regional Retirement Board (the “Retirement Board”). Stand-alone financial statements for the year ended December 31, 2021 were issued and are available by submitting a request to the Retirement System at 23 Midstate Drive, Suite 106, Auburn, Massachusetts 01501.

Current membership in the Retirement System for all ninety-nine employers as of December 31, 2021 was as follows:

Active members	7,121
Inactive members entitled to, but not receiving benefits	2,714
Inactive members (or beneficiaries) currently receiving benefits	<u>4,112</u>
	<u>13,947</u>

Benefit Terms – Membership in the Retirement System is mandatory for all full-time employees and nonseasonal, part-time employees who, in general, regularly work more than twenty hours per week. Members of the Retirement System do not participate in the federal Social Security retirement system.

Massachusetts contributory retirement system benefits are uniform for all Massachusetts public pension systems. The Retirement System provides for retirement allowance benefits up to a maximum of 80% of a participant’s highest three-year or five-year average annual rate of regular compensation, depending on the participant’s date of hire. Benefit payments are based upon a participant’s age, length of creditable service, level of compensation and job classification.

The most common benefits paid by the Retirement System include normal retirement, disability retirement and survivor benefits.

- Normal retirement generally occurs at age 65. However, participants may retire after twenty years of service or at any time after attaining age 55, if hired prior to April 2, 2012 or at any time after attaining age 60 if hired on or after April 2, 2012. Participants with hire dates subsequent to January 1, 1978 must have a minimum of ten years’ creditable service in order to retire at age 55. Participants become vested after ten years of service. Benefits commencing before age 65 are provided at a reduced rate. Members working in certain occupations may retire with full benefits earlier than age 65.

- Ordinary disability retirement is where a participant is permanently incapacitated from a cause unrelated to employment. Accidental disability retirement is where the disability is the result of an injury or illness received or aggravated in the performance of duty. The amount of benefits to be received in such cases is dependent upon several factors, including the age at which the disability retirement occurs, the years of service, average compensation and veteran status.
- Survivor benefits are extended to eligible beneficiaries of participants whose death occurs prior to or following retirement.

Cost-of-living adjustments granted to members of Massachusetts retirement systems granted between 1981 and 1997 and any increases in other benefits imposed by the Commonwealth during those years have been the financial responsibility of the Commonwealth. Beginning in 1998, the funding of cost-of-living amounts became the responsibility of the participating units like the Retirement System.

The Retirement System may be amended or terminated in whole or in part at any time by the Massachusetts Legislature, provided that no such modification, amendment or termination shall be made that would deprive a current member of superannuation pension rights or benefits provided under applicable laws of Massachusetts, if such member has paid the stipulated contributions specified in sections or provisions of such laws. There were no significant changes to the Retirement System's benefit terms in fiscal year 2022.

Contributions Requirements – Under current MGL, the Retirement System is required to be fully funded by June 30, 2040. Participating employers to the Retirement System are assessed their proportionate share of the total annual pension appropriation. The Town (including the PMLD) contributed \$914,200 to the Retirement System in fiscal year 2022, which equaled the actuarially-determined contribution requirement for the fiscal year. The Town's contributions as a percentage of covered payroll were approximately 25% in fiscal year 2022.

Net Pension Liability – At June 30, 2022, the Town reported a liability of \$10,839,707 for its proportionate share of the net pension liability. The net pension liability reported by the Retirement System at December 31, 2021 (used for fiscal year-end June 30, 2022) is \$10,409,788. The difference between these two figures is attributable to the difference in fiscal year ends between the Town and the PMLD, which results in a one-year lag.

The net pension liability was measured as of January 1, 2020 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. These figures were updated by the independent actuary and rolled forward to December 31, 2021. There were no material changes to the Retirement System's benefit terms since the actuarial valuation. The Retirement System changed several actuarial assumptions used in the latest valuation update; the most notable assumption change was a reduction in the discount rate to 7.25% from 7.5%.

The Town's proportion of the net pension liability is based on a projection of the Town's long-term share of contributions to the Retirement System relative to the projected contributions of all employers. The Town and PMLD's proportionate share were approximately 1.24% and 1.25% at December 31, 2021 and December 31, 2020, respectively.

Fiduciary Net Position – The elements of the Retirement System’s basic financial statements (that is, all information about the Retirement System’s assets, deferred outflows of resources, liabilities, deferred inflows of resources and fiduciary net position) can be found in the Retirement System’s full financial statements as of and for the year ended December 31, 2021, which can be obtained by contacting the Retirement Board.

The Retirement System’s fiduciary net position was determined using the accrual basis of accounting. The Retirement System’s accounting records are maintained on a calendar-year basis in accordance with the standards and procedures established by the Massachusetts Public Employee Retirement Administration Commission, or PERAC. Contributions from employers and employees are recognized in the period in which they become due pursuant to formal commitments, statutory or contractual requirements. Benefit payments (including refunds of employee contributions) are recorded when incurred, regardless of the timing of payment. Investments are reported at fair value; fair value is determined as the price one would receive in an orderly transaction between market participants at a measurement date.

Pension Expense – The Town recognized \$1,278,547 in pension expense in the statement of activities in fiscal year 2022.

Deferred Outflows of Resources and Deferred Inflows of Resources – At June 30, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 3,644	\$ 240,208
Changes of assumptions	867,582	-
Net difference between projected and actual earnings on pension plan investments	-	1,289,806
Changes in proportion and differences between Town contributions and proportionate share of contributions	838,363	163,821
Contributions subsequent to the measurement date	<u>197,716</u>	<u>-</u>
	<u>\$ 1,907,305</u>	<u>\$ 1,693,835</u>

The deferred outflows of resources and deferred inflows of resources are expected to be recognized in the Town’s pension expense as follows:

<u>Year ended June 30,</u>	
2023	\$ 375,186
2024	(110,498)
2025	1,363
2026	(94,280)
2027	<u>41,699</u>
	<u>\$ 213,470</u>

Actuarial Valuation – The measurement of the Retirement System’s total pension liability is developed by an independent actuary. The significant actuarial assumptions used in the latest actuarial valuation included:

Actuarial cost method	Entry age normal
Inflation	2.4% per year
Projected salary increases	Group 1: 6.00% - 4.25%, based on service Group 4: 7.00% - 4.75%, based on service
Investment rate of return	7.25% (previously 7.5%)
Mortality rates	Mortality rates were based on the RP-2014 Blue Collar Mortality Table with full generational mortality improvement using Scale MP-2020. For disabled lives, the mortality rates were based on the RP-2014 Blue Collar Mortality Table set forward one year with full generational mortality improvement using Scale MP-2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of returns (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in the Retirement System’s target allocation as of December 31, 2021 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Rate of Return
Global equity	38%	4.22%
Fixed income	23%	0.70%
Private equity	15%	7.70%
Real estate	10%	3.60%
Timber/natural resources	4%	4.20%
Hedge funds	10%	3.00%

Discount Rate – The discount rate used to measure the total pension liability was 7.25% (previously 7.5%). The projection of cash flows used to determine the discount rate assumed plan member contributions were made at the current contribution rate and that employer contributions will be made in accordance with MGL. Based on those assumptions, the Retirement System’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity Analysis – The following presents the Town’s proportionate share of the net pension liability (inclusive of the PMLD) calculated using the discount rate used in the respective entity’s year-end actuarial valuation report and the net pension liability using a discount rate that is 1% lower or higher than the current rate(s):

<u>Employer</u>	<u>Current Discount Rate</u>	<u>Net Pension Liability At</u>		
		<u>1% Decrease</u>	<u>Current Rate</u>	<u>1% Increase</u>
Town	7.25%	\$ 10,228,841	\$ 8,109,225	\$ 6,317,561
Water	7.25%	65,654	52,049	40,549
PMLD	7.50%	3,299,642	2,678,433	2,153,921

B. Other Postemployment Benefits

In addition to the pension benefits described above, the Town and PMLD provide health and life insurance benefits (other postemployment benefits, or OPEB) to current and future retirees, their dependents and beneficiaries (hereinafter referred to as the “OPEB Plans”).

The Town and PMLD operate OPEB Plans, while all benefits are provided through the Town’s insurance program. Specific benefit provisions and contribution rates are established by collective bargaining agreements, state law and Town ordinance. Neither OPEB Plan issues stand-alone financial statements

The Town’s net OPEB liability was determined using an alternative measurement method, which is an approach that includes the same broad measurement steps as an actuarial valuation (i.e., projecting benefit payments, discounting projected benefit payments to a present value and attributing the present value of projected benefit payments to periods using an actuarial cost method). The Town is permitted to use an alternative measurement method as there are fewer than one hundred employees (active and inactive) eligible to receive OPEB benefits. The PMLD’s net OPEB liability was determined using an actuarial valuation.

Employees Covered by Benefit Terms – The following employees were covered by the benefit terms as of June 30, 2022 (December 31, 2021 in the case of the PMLD):

	<u>Town</u>	<u>Electric</u>
Inactive employees or beneficiaries receiving benefits	13	8
Active employees	<u>33</u>	<u>7</u>
	<u>46</u>	<u>15</u>

Net OPEB Liability (Asset) – The Town’s net OPEB liability was measured as of June 30, 2022 using an alternative measurement method, while the PMLD’s net OPEB liability was measured as of December 31, 2021 using an actuarial valuation as of January 1, 2022. The components of the net OPEB liability reported by the Town at June 30, 2022 and the PMLD at December 31, 2021 were as follows:

	<u>Town</u>	<u>Electric</u>
Total OPEB liability	\$ 2,154,813	\$ 710,800
Plan fiduciary net position	<u>-</u>	<u>(981,418)</u>
Net OPEB liability (asset)	<u>\$ 2,154,813</u>	<u>\$ (270,618)</u>
Plan fiduciary net position as a percentage of the total OPEB liability (asset)	0.0%	138.1%

The total OPEB liabilities for the separate OPEB Plans were determined using the following key actuarial assumptions in the most recent valuations applies to all periods included in the measurement, unless otherwise specified:

	<u>Town OPEB Plan</u>
Fiscal year ended	June 30, 2022
Valuation date	June 30, 2022
Valuation type	Alternative measurement method
Asset valuation method	Market value at June 30, 2022
Single equivalent discount rate	4.0%, net of OPEB Plan investment expense (previously 2.2%)
Healthcare cost trend	1% in year 1; 4% thereafter
Life expectancy	The <i>Life Expectancy Table</i> from the National Center for Health Statistics, updated in 2015
	<u>Electric OPEB Plan</u>
Fiscal year ended	December 31, 2021
Valuation date	January 1, 2020
Actuarial cost method	Individual entry age normal
Asset valuation method	Market value at December 31, 2021
Inflation	2.50% per annum
Salary increases	3.00% per annum
Single equivalent discount rate	5.25%, net of OPEB Plan investment expense (previously 5.75%)
Healthcare cost trend	4.50% per annum
Pre-retirement mortality	RP-2014 Employees Mortality Table for Blue Collar Employees projected generationally with scale MP-2016, set forward one year for females
Post-retirement mortality	RP-2014 Employees Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016, set forward one year for females
Disabled mortality	RP-2014 Employees Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016, set forward one year

Long-Term Expected Rate of Return – The long-term expected rates of return on the OPEB Plans’ investments were determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB Plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for the PMLD OPEB Plan were as follows:

Asset Class	Electric OPEB Plan	
	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity - large cap	38.75%	4.42%
Domestic equity - small/mid cap	8.50%	4.81%
International equity - developed markets	7.50%	4.91%
Domestic fixed income	35.25%	1.00%
International fixed income	9.75%	1.04%
Cash and cash equivalents	<u>0.25%</u>	<u>0.00%</u>
	<u>100.00%</u>	
Real rate of return		2.94%
Inflation assumption		<u>2.50%</u>
Total nominal rate of return		5.44%
Investment expense		<u>0.25%</u>
Net investment return		<u>5.19%</u>

Town Discount Rate – The discount rate used to measure the total OPEB liability for the Town was 4.0%, which approximated a yield or index rate for twenty-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

PMLD Discount Rate – The discount rate used to measure the total OPEB liability for the PMLD was 5.25% as of December 31, 2021 (previously 5.75%). The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the OPEB Plan’s funding policy.

Changes in the Net OPEB Liability (Asset) – The following table summarizes the changes in the net OPEB liability (asset) for the year ended June 30, 2022 (the PMLD’s activity is for the year ended December 31, 2021):

	Town OPEB Plan		
	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	<i>(a)</i>	<i>(b)</i>	<i>(a) - (b)</i>
Balances — beginning of year	\$ 3,445,470	\$ -	\$ 3,445,470
Changes for the year:			
Service cost	97,318	-	97,318
Interest	137,819	-	137,819
Experience differences	(1,426,082)	-	(1,426,082)
Employer contributions	-	99,712	(99,712)
Benefit payments	(99,712)	(99,712)	-
Net changes	(1,290,657)	-	(1,290,657)
Balances — end of year	<u>\$ 2,154,813</u>	<u>\$ -</u>	<u>\$ 2,154,813</u>

	Electric OPEB Plan		
	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB (Asset)
	<i>(a)</i>	<i>(b)</i>	<i>(a) - (b)</i>
Balances — beginning of year	\$ 619,903	\$ 901,394	\$ (281,491)
Changes for the year:			
Service cost	28,848	-	28,848
Interest	36,550	-	36,550
Changes in assumptions	52,069	-	52,069
Employer contributions	-	(6,798)	6,798
Net investment income	-	113,392	(113,392)
Benefit payments	(26,570)	(26,570)	-
Net changes	90,897	80,024	10,873
Balances — end of year	<u>\$ 710,800</u>	<u>\$ 981,418</u>	<u>\$ (270,618)</u>

Sensitivity Analyses – The following table presents the Town’s and PMLD’s net OPEB liability (asset) as well as what these figures would be if they were calculated using the discount rates that were 1% lower or higher than the current discount rates:

Employer	Current Discount Rate	Net OPEB Liability (Asset) At		
		1% Decrease	Current Rate	1% Increase
Town	4.00%	\$ 2,282,158	\$ 2,062,156	\$ 1,856,395
Water	4.00%	102,542	92,657	83,412
PMLD	5.25%	(175,464)	(270,618)	(348,371)

The following table presents the Town’s and PMLD’s net OPEB liability (asset) as well as what these figures would be if they were calculated using the healthcare cost trend rates that were 1% lower or higher than the current healthcare cost trends rates:

Employer	Current Healthcare Cost Trend	Net OPEB Liability (Asset) At		
		1% Decrease	Current Rate	1% Increase
Town	1.0% to 4.0%	\$ 1,808,727	\$ 2,062,156	\$ 2,368,107
Water	1.0% to 4.0%	81,270	92,657	106,404
PMLD	4.50%	(358,223)	(270,618)	(162,474)

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB – For the year ended June 30, 2022 (the PMLD’s activity is for the year ended December 31, 2021), the Town and PMLD recognized OPEB expense (income) of (\$1,190,945) and \$99,594, respectively. As the Town uses an alternative measurement method to calculate its total OPEB liability, there are no deferred outflows or inflows of resources reported relative to the net OPEB liability. Deferred outflows and inflows of resources related to the PMLD OPEB Plan at year end were reported as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 18,215	\$ 105,031
Changes of assumptions	41,655	9,900
Net difference between projected and actual earnings on OPEB plan investments	-	113,435
	<u>\$ 59,870</u>	<u>\$ 228,366</u>

Deferred outflows and inflows of resources related to OPEB will be recognized into net OPEB expense (benefit) as follows:

<u>Year ended June 30,</u>	
2023	(119,063)
2024	(34,791)
2025	(11,562)
2026	<u>(3,080)</u>
	<u>\$ (168,496)</u>

Investment Custody –The PMLD’s OPEB Plan is under the custody of the MMWEC.

Investment Policy –The MMWEC maintains an investment policy for the OPEB Plan assets it manages for the PMLD. Both investment policies seek to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of distinct investment asset classes.

Investment Rate of Return – The annual money-weighted rate of return on investments expresses investment performance, net of investment expense, adjusted for changing amounts actually invested. The money-weighted rate of return for the PMLD OPEB Plan was 12.8% for the year ended December 31, 2021.

C. Risk Financing

The Town is exposed to various risks of loss related to general liability; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years.

The PMLD participates in the Massachusetts Municipal Utility Self-Insurance Trust Fund (the “Trust”) with seventeen other Massachusetts municipalities for the purpose of sharing excess liability and officers’ liability risks. General liability coverage provides for \$500,000 per occurrence with a \$50,000 deductible. Environmental insurance coverage provides for \$1,500,000 per occurrence with a \$100,000 deductible. Each participating municipality contributes to the Trust based on its share of the group’s total kilowatt-hour sales. Payments for claims over the deductible limit are funded by Trust assets or, if required, additional contributions from the participants. The PMLD does not present estimated claims incurred but not reported as of December 31, 2021 as its pro rata share of these costs is not material to its financial statements.

D. Commitments and Contingencies

General – The Town is party to certain legal claims, which are subject to many uncertainties, and the outcome of individual litigation matters is not always predictable with assurance. Although the amount of liability, if any, in these situations at June 30, 2022 cannot be determined, management believes that the resulting liability, if any, should not materially affect the basic financial statements of the Town at June 30, 2022.

Appellate Tax Board – Generally the Town has pending cases filed with the Massachusetts Appellate Tax Board of the Commonwealth of Massachusetts (“ATB”). In total, assessed real property values of approximately \$8.6 million are in dispute with the ATB. The Town cannot estimate at this time the amount of previously assessed property taxes (and interest) that may be refunded to these taxpayers, if any. Furthermore, the Town cannot determine the likelihood of the taxpayers’ success at the ATB. Therefore, no such loss provision has been made in the Town’s basic financial statements.

Grant Compliance – Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, would not have a material effect on its financial condition.

Arbitrage – The Town is subject to certain Federal arbitrage laws in accordance with long-term borrowing agreements. Failure to comply with the rules could result in the payment of penalties. The Town does not believe it has failed to comply with any of these agreements.

MMWEC Participation – The PMLD is a participant in certain projects of the MMWEC. The MMWEC is a public corporation and a political subdivision of the Commonwealth, created as a means to develop a bulk power supply for its Members and other utilities. MMWEC is authorized to construct, own or purchase ownership interests in, and to issue revenue bonds to finance, electric facilities (“Projects”). MMWEC has acquired ownership interests in electric facilities operated by other entities and also owns and operates its own electric facilities. MMWEC operates the Stony Brook Intermediate Project and the Stony Brook Peaking Project, both fossil-fueled power plants. MMWEC has the Nuclear Mix No. 1 Project, Nuclear Project Three, Four, Five and Six, which comprise an 11.6% ownership interest in the Seabrook Station nuclear generating unit operated by NextEra Energy Seabrook LLC, and a 4.8% ownership interest in the Millstone Unit 3 nuclear unit, operated by Dominion Nuclear Connecticut, Inc. The operating license for Seabrook Station extends to March 15, 2050. The operating license for the Millstone Unit 3 nuclear unit extends to November 25, 2045.

MMWEC sells all of the capability (“Project Capability”) of each of its Projects to its Members and other utilities (“Project Participants”) under Power Sales Agreements (“PSAs”). The PMLD has entered into PSAs with MMWEC. Among other things, the PSAs require each Project Participant to pay its pro rata share of MMWEC’s costs related to the Project, which costs include debt service on the revenue bonds issued by MMWEC to finance the Project. In addition, should a Project Participant fail to make any payment when due, other Project Participants of that Project may be required to increase (step-up) their payments and correspondingly their Participant's share of that Project's Project Capability. Project Participants have covenanted to fix, revise and collect rates at least sufficient to meet their obligations under the PSAs. Each Participant is unconditionally obligated to make payments due to MMWEC whether or not the Project(s) is completed or operating and notwithstanding the suspension or interruption of the output of the Project(s).

Pursuant to the PSAs, the MMWEC Project Participants are liable for their proportionate share of the costs associated with decommissioning the plants, which costs are being funded through monthly Project billings. Also, the Millstone and Seabrook Project Participants are liable for their proportionate share of the uninsured costs of a nuclear accident that might be imposed under the Price-Anderson Act, which has been amended and renewed through the end of 2025.

MMWEC is involved in various legal actions, which in the opinion of MMWEC's management, the outcome of such litigation or claims will not have a material adverse effect on its financial position.

The PMLD's pro rata share of the MMWEC's total capital expenditures was \$10,295,409 in 2021. The PMLD was billed \$500,625 for capacity, fuel and transmission costs in 2021.

Berkshire Wind Cooperative – The PMLD is a member of the Berkshire Wind Cooperation Corporation (the "Cooperative"). The Cooperative was formed by the MMWEC and sixteen municipal light departments (the "Members") for the purpose of financing, owning, constructing and operating certain wind generation facilities located on Brodie Mountain in the towns of Hancock and Lanesborough, Massachusetts ("Berkshire Wind Facility").

The Cooperative provides wind energy to MMWEC pursuant to the Berkshire Wind Power Purchase Agreement dated May 21, 2008 between MMWEC and the Cooperative. Under this agreement, MMWEC entered into a Power Sales Contract with the Cooperative pursuant to which MMWEC has agreed to purchase 100% of the capacity and energy output and, to the extent uncommitted to any third party under existing agreements, associated environmental energy attributes of a wind power generating facility to be owned, constructed and operated by the Cooperative at the Berkshire Wind Facility.

The Berkshire Wind Facility is comprised of two phases. Phase 1 is comprised of ten 1.5-megawatt wind turbines, which have been commercially operating since 2011. Phase 2 is comprised of two 2.3-megawatt wind turbines, which began commercial operation in November 2019.

MMWEC sells all of the capability of the Berkshire Wind Facility ("Capability") to the Members under PPAs. Among other things, the PPAs require each Member to pay its pro rata share of the costs related to the Berkshire Wind Facility, which costs include debt service on the bonds issued by the Cooperative to finance the Berkshire Wind Facility and its pro rata share of the operation and maintenance costs of the Berkshire Wind Facility. In addition, should a Cooperative Member fail to make any payment when due, other cooperative members may be required to increase (step-up) their payments and correspondingly their share of the Capability to an additional amount. Additionally, each Participant is unconditionally obligated to make all payments due to the Berkshire Wind Cooperative Corporation, whether or not the Berkshire Wind Facility is completed or operating, and notwithstanding the suspension or interruption of the output of the Berkshire Wind Facility.

The total capital expenditures, debt service and operations and maintenance costs associated with the PMLD's pro rata share (4.212%) of the Berkshire Wind Facility in which it participates for the year ended December 31, 2021 were \$2,328,359, \$203,850 and \$72,731, respectively.

Future expected debt service payments relative to the Berkshire Wind Cooperative are as follows:

<u>For Years Ending December 31,</u>	
2022	\$ 203,882
2023	203,840
2024	204,103
2025	203,798
2026	203,987
2026 to 2030	<u>815,559</u>
	<u>\$ 1,835,169</u>

Other Power Supply – PMLD has entered into an All Requirements Bulk Power Sales Agreement (the “All Requirements Agreement”) with MMWEC, under which MMWEC provides, delivers and sells all electric power and energy to PMLD, whether through owned generation, purchase power contracts or other power supply arrangements.

Under the terms of the All Requirements Agreement, PMLD is committed to purchase additional power through MMWEC in the following amounts:

<u>For Years Ending December 31,</u>	
2022	\$ 54,647
2023	34,729
2024	16,909
2025	<u>14,043</u>
	<u>\$ 120,328</u>

E. Transactions Between Town and PMLD

In calendar year 2021, PMLD billed the Town \$205,867 for electricity. At December 31, 2021, \$87 in receivables from the Town was included in PMLD’s accounts receivable balance.

PMLD reimbursed the Town \$346,039 in calendar year 2021 for various services such as police details, public works services, insurance and retirement costs.

IV. Implementation of GASB Pronouncements

A. Current Year Implementations

In June 2017, the GASB issued GASB Statement No. 87, *Leases*. This Statement redefined the manner in which long-term leases are accounted and reported. As amended, the provisions of this Statement became effective in fiscal year 2022. The adoption of this standard required the Town to increase its beginning balances in accounts receivable and deferred inflows of resources in the amount of \$397,398 in its general fund.

In June 2018, the GASB issued GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. This statement established accounting requirements for interest costs incurred before the end of a construction period. As amended, the provisions of this Statement became effective in fiscal year 2022. The adoption of this standard did not have a material impact on the Town's financial statements.

In June 2020, the GASB issued GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – An Amendment of GASB Statements No. 14 and No. 84, and a Supersession of GASB Statement No. 32*. The objective of this Statement was to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution OPEB plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code Section 457 deferred compensation plans that meet the definition of a pension plan and for benefits provided through those plans. The provisions of this Statement became effective in fiscal year 2022. The adoption of this standard did not have a material impact on the Town's financial statements.

B. Future Year Implementations

In May 2019, the GASB issued GASB Statement No. 91, *Conduit Debt Obligations*. The objective of this Statement is to standardize the reporting of conduit debt obligations by issuers by clarifying the existing definition of conduit debt obligation, among other matters. As amended, the provisions of this Statement are effective for financial reporting periods beginning after December 15, 2021 (fiscal year 2023). The Town is currently evaluating whether adoption will have a material impact on the financial statements.

In March 2020, the GASB issued GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements. The provisions of this Statement are effective for financial reporting periods beginning after June 15, 2022 (fiscal year 2023). The Town is currently evaluating whether adoption will have a material impact on the financial statements.

In May 2020, the GASB issued GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The objective of this Statement is to address accounting for subscription-based information technology arrangements to government end users based on the standards established in Statement No. 87, as amended. The provisions of this Statement are effective for financial reporting periods beginning after June 15, 2022 (fiscal year 2023). The Town is currently evaluating whether adoption will have a material impact on the financial statements.

In June 2022, the GASB issued GASB Statement No. 100, *Accounting Changes and Error Corrections – An Amendment of GASB Statement No 62*. The objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent and comparable information for decision making or assessing accountability. The provisions of this Statement are

effective for financial reporting periods beginning after June 15, 2023 (fiscal year 2024). The Town is currently evaluating whether adoption will have a material impact on the financial statements.

In June 2022, the GASB issued GASB Statement No. 101, *Compensate Absences*. The objective of this Statement is to update the recognition and measurement guidance for compensated absences by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The provisions of this Statement are effective for financial reporting periods beginning after December 15, 2023 (fiscal year 2025). The Town is currently evaluating whether adoption will have a material impact on the financial statements.

* * * * *

TOWN OF PAXTON, MASSACHUSETTS
REQUIRED SUPPLEMENTARY INFORMATION
TOWN PENSION PLAN

SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
(dollar amounts are in thousands)

Year Ended June 30,	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2022	1.236%	\$ 10,410	\$ 3,586	290.3%	56.2%
2021	1.245%	11,062	3,761	294.1%	50.3%
2020	1.258%	11,200	3,475	322.3%	47.4%
2019	1.175%	11,657	2,848	409.3%	43.1%
2018	1.183%	9,648	3,037	317.7%	46.4%
2017	0.991%	8,300	2,963	280.1%	42.0%
2016	0.989%	7,061	2,610	270.5%	44.5%
2015	1.052%	6,258	2,509	249.4%	47.9%

SCHEDULE OF THE TOWN'S CONTRIBUTIONS TO THE PENSION PLAN
(dollar amounts are in thousands)

Year Ended June 30,	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2022	\$ 914	\$ 914	-	\$ 3,586	25.5%
2021	838	838	-	3,761	22.3%
2020	766	766	-	3,475	22.0%
2019	654	654	-	2,848	23.0%
2018	599	599	-	3,037	19.7%
2017	481	481	-	2,963	16.2%
2016	445	445	-	2,610	17.0%
2015	416	416	-	2,509	16.6%

These schedules are presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is completed, information is presented for those years in which information is available.

See accompanying independent auditors' report.

TOWN OF PAXTON, MASSACHUSETTS

**REQUIRED SUPPLEMENTARY INFORMATION
OTHER POSTEMPLOYMENT BENEFITS PLAN - TOWN**

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS

	Year Ended June 30,				
	2022	2021	2020	2019	2018
Total OPEB Liability:					
Service cost	\$ 97,318	\$ 222,645	\$ 198,835	\$ 235,535	\$ 221,010
Interest	137,819	77,576	111,564	106,883	123,766
Experience differences	(1,426,082)	(267,136)	100,626	(86,470)	(332,068)
Benefit payments	(99,712)	(113,805)	(95,956)	(75,845)	(75,845)
Net Change in Total OPEB Liability	(1,290,657)	(80,720)	315,069	180,103	(63,137)
Total OPEB Liability:					
Beginning of year	3,445,470	3,526,190	3,211,121	3,031,018	3,094,155
End of year (a)	<u>\$ 2,154,813</u>	<u>\$ 3,445,470</u>	<u>\$ 3,526,190</u>	<u>\$ 3,211,121</u>	<u>\$ 3,031,018</u>
Plan Fiduciary Net Position:					
Contributions	\$ -	\$ 80,350	\$ 95,956	\$ 109,845	\$ 75,845
Net investment (loss) income	-	-	(1,342)	797	-
Benefit payments	-	(113,805)	(95,956)	(75,845)	(75,845)
Net Change in Plan Fiduciary Net Position	-	(33,455)	(1,342)	34,797	-
Plan Fiduciary Net Position:					
Beginning of year	-	33,455	34,797	-	-
End of year (b)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,455</u>	<u>\$ 34,797</u>	<u>\$ -</u>
Net OPEB Liability — End of Year (a) - (b)	<u>\$ 2,154,813</u>	<u>\$ 3,445,470</u>	<u>\$ 3,492,735</u>	<u>\$ 3,176,324</u>	<u>\$ 3,031,018</u>
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.00%	0.00%	0.95%	1.08%	0.00%
Covered payroll	\$ 3,810,104	\$ 3,699,131	\$ 3,919,565	\$ 2,254,200	\$ 2,210,000
Net OPEB Liability as a Percentage of Covered Payroll	56.56%	93.14%	89.11%	140.91%	137.15%

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is completed, information is presented for those years in which information is available.

See accompanying independent auditors' report.

TOWN OF PAXTON, MASSACHUSETTS
REQUIRED SUPPLEMENTARY INFORMATION
OTHER POSTEMPLOYMENT BENEFITS PLAN - TOWN

SCHEDULE OF INVESTMENT RETURNS

	Year Ended June 30,				
	2022	2021	2020	2019	2018
Annual money-weighted rate of return, net of investment expenses	N/A	N/A	-4.35%	7.15%	N/A

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is completed, information is presented for those years in which information is available.

See accompanying independent auditors' report.

TOWN OF PAXTON, MASSACHUSETTS

**REQUIRED SUPPLEMENTARY INFORMATION
OTHER POSTEMPLOYMENT BENEFITS PLAN - ELECTRIC**

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS

	Year Ended December 31,				
	2021	2020	2019	2018	2017
Total OPEB Liability:					
Service cost	\$ 28,848	\$ 28,340	\$ 28,136	\$ 27,803	\$ 25,255
Interest	36,550	35,130	33,802	61,977	24,855
Experience differences	-	30,359	-	(505,131)	-
Changes in assumptions	52,069	(11,137)	-	(15,457)	-
Benefit payments	<u>(26,570)</u>	<u>(39,335)</u>	<u>(40,655)</u>	<u>(37,588)</u>	<u>(15,247)</u>
Net Change in Total OPEB Liability	<u>90,897</u>	<u>43,357</u>	<u>21,283</u>	<u>(468,396)</u>	<u>34,863</u>
Total OPEB Liability:					
Beginning of year	<u>619,903</u>	<u>576,546</u>	<u>555,263</u>	<u>1,023,659</u>	<u>988,796</u>
End of year (a)	<u><u>\$ 710,800</u></u>	<u><u>\$ 619,903</u></u>	<u><u>\$ 576,546</u></u>	<u><u>\$ 555,263</u></u>	<u><u>\$ 1,023,659</u></u>
Plan Fiduciary Net Position:					
Contributions	\$ (6,798)	\$ 39,335	\$ 46,655	\$ 49,588	\$ 15,247
Net investment income (loss)	113,392	106,756	129,988	(28,479)	29,760
Benefit payments	<u>(26,570)</u>	<u>(39,335)</u>	<u>(40,655)</u>	<u>(37,588)</u>	<u>(15,247)</u>
Net Change in Plan Fiduciary Net Position	<u>80,024</u>	<u>106,756</u>	<u>135,988</u>	<u>(16,479)</u>	<u>29,760</u>
Plan Fiduciary Net Position:					
Beginning of year	<u>901,394</u>	<u>794,638</u>	<u>658,650</u>	<u>675,129</u>	<u>645,369</u>
End of year (b)	<u><u>\$ 981,418</u></u>	<u><u>\$ 901,394</u></u>	<u><u>\$ 794,638</u></u>	<u><u>\$ 658,650</u></u>	<u><u>\$ 675,129</u></u>
Net OPEB (Asset) Liability —					
End of Year (a) - (b)	<u><u>\$ (270,618)</u></u>	<u><u>\$ (281,491)</u></u>	<u><u>\$ (218,092)</u></u>	<u><u>\$ (103,387)</u></u>	<u><u>\$ 348,530</u></u>
Plan Fiduciary Net Position as a					
Percentage of the Total OPEB Liability	138.07%	145.41%	137.83%	118.62%	65.95%
Covered payroll	\$ 627,407	\$ 609,133	\$ 602,576	\$ 585,025	\$ 671,928
Net OPEB Liability as a Percentage					
of Covered Payroll	-43.13%	-46.21%	-36.19%	-17.67%	51.87%

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is completed, information is presented for those years in which information is available.

See accompanying independent auditors' report.

TOWN OF PAXTON, MASSACHUSETTS

**REQUIRED SUPPLEMENTARY INFORMATION
OTHER POSTEMPLOYMENT BENEFITS PLAN - ELECTRIC**

SCHEDULE OF CONTRIBUTIONS

	Year Ended December 31,				
	2021	2020	2019	2018	2017
Actuarially determined contribution	\$ 28,848	\$ 14,942	\$ 13,189	\$ 51,690	\$ 46,878
Contributions in relation to the actuarially determined contribution	6,798	(39,335)	(46,655)	(49,588)	(15,247)
Contribution (excess) deficiency	\$ 35,646	\$ (24,393)	\$ (33,466)	\$ 2,102	\$ 31,631
Covered payroll	\$ 627,407	\$ 609,133	\$ 602,576	\$ 585,025	\$ 671,928
Contribution as a percentage of covered payroll	-1.08%	6.46%	7.74%	8.48%	2.27%

SCHEDULE OF INVESTMENT RETURNS

	Year Ended December 31,				
	2021	2020	2019	2018	2017
Annual money-weighted rate of return, net of investment expenses	12.76%	13.43%	19.61%	-4.18%	4.61%

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is completed, information is presented for those years in which information is available.

See accompanying independent auditors' report.

TOWN OF PAXTON, MASSACHUSETTS

**REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022**

	Budgeted Amounts		Actual Budgetary Amounts	Articles and Encumbrances	Actual Budgetary Adjusted	Positive (Negative) Variance
	Original Budget	Final Budget				
Revenues:						
Property taxes, net of tax refunds	\$ 11,988,990	\$ 11,945,977	\$ 11,984,674	\$ -	\$ 11,984,674	\$ 38,697
Intergovernmental	712,014	712,014	739,537	-	739,537	27,523
Motor vehicle and other excise taxes	720,709	720,709	750,379	-	750,379	29,670
Licenses and permits	80,000	80,000	101,200	-	101,200	21,200
Penalties and interest on taxes	20,000	20,000	43,856	-	43,856	23,856
Fines and forfeitures	10,000	10,000	19,218	-	19,218	9,218
Departmental and other revenues	415,288	458,301	512,725	-	512,725	54,424
Investment income	8,000	8,000	3,999	-	3,999	(4,001)
Total Revenues	13,955,001	13,955,001	14,155,588	-	14,155,588	200,587
Expenditures:						
General government	1,013,500	1,013,500	938,953	\$ 1,804	940,757	72,743
Public safety	2,372,339	2,372,339	2,341,498	-	2,341,498	30,841
Education	7,477,949	7,477,949	7,476,180	-	7,476,180	1,769
Public works	1,690,262	1,690,262	1,488,471	117,829	1,606,300	83,962
Health and human services	96,945	96,945	81,930	-	81,930	15,015
Culture and recreation	225,271	225,271	218,364	-	218,364	6,907
Pension and fringe benefits	1,469,315	1,469,315	1,288,972	-	1,288,972	180,343
State and county charges	46,127	46,127	46,687	-	46,687	(560)
Debt service	728,362	728,362	726,661	-	726,661	1,701
Total Expenditures	15,120,070	15,120,070	14,607,716	\$ 119,633	14,727,349	392,721
Other Financing Sources (Uses):						
Transfers in	300,000	300,000	300,000		300,000	-
Total Other Financing Sources (Uses)	300,000	300,000	300,000		300,000	-
(Deficiency) Excess of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	(865,069)	(865,069)	\$ (152,128)		\$ (271,761)	\$ 593,308
Other Budgetary Items:						
Prior year articles and encumbrances	248,371	248,371				
Free cash	619,198	619,198				
Other items	(2,500)	(2,500)				
Total Other Budgetary Items	865,069	865,069				
Net Budget	\$ -	\$ -				

See notes to required supplementary information.

See accompanying independent auditors' report.

TOWN OF PAXTON, MASSACHUSETTS

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION YEAR ENDED JUNE 30, 2022

An annual budget is legally adopted for the general fund. Financial orders are initiated by the Town Administrator, recommended by the Town Finance Committee and approved by Town Meeting. Expenditures may not legally exceed appropriations at the department level or in the categories of personnel and non-personnel expenses. At the close of each fiscal year, unencumbered appropriation balances lapse and revert to unassigned fund balance.

The Town's general fund is prepared on a basis of accounting other than GAAP to conform to the Uniform Municipal Accounting System basis of accounting as prescribed by the Massachusetts Department of Revenue.

A reconciliation of the budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30, 2022, is as follows:

	Basis of Accounting Differences	Fund Perspective Differences	Total
Revenues — budgetary basis			\$ 14,155,588
Stabilization revenue	\$ -	\$ (15,671)	(15,671)
Revenue recognition	643	-	643
Revenues — GAAP basis	<u>\$ 643</u>	<u>\$ -</u>	<u>\$ 14,140,560</u>

ROSELLI, CLARK & ASSOCIATES
Certified Public Accountants

TOWN OF PAXTON, MASSACHUSETTS

Management Letter

Year Ended June 30, 2022



TOWN OF PAXTON, MASSACHUSETTS

MANAGEMENT LETTER

YEAR ENDED JUNE 30, 2022

Table of Contents

Transmittal letter.....1

Overview.....2

Informational Items.....3 – 5



TRANSMITTAL LETTER

The Honorable Members of the Board of Selectmen
Town of Paxton
Paxton, Massachusetts

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Paxton, Massachusetts (the "Town") as of and for the year ended June 30, 2022 (except the Paxton Municipal Light Department, which is as of December 31, 2021 in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

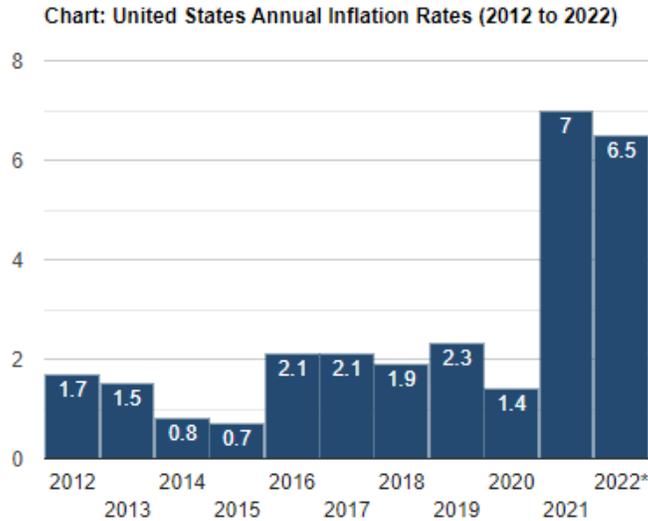
This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the Town, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Roselli, Clark & Associates".

Roselli, Clark & Associates
Certified Public Accountants
Woburn, Massachusetts
February 3, 2023

OVERVIEW

COVID-19 health and public safety restrictions were, for the most part, lifted during fiscal year 2022 and the Town's operations resumed to near normal levels for the first time since fiscal year 2019. However, inflation in energy, materials and general consumables has been historically high, which affects the cost to operate the Town. The table below illustrates the rise in inflation over the past ten years:



SOURCE: www.usinflationcalculator.com

Employment in Massachusetts has been strong in calendar year 2022. The Massachusetts Executive Office of Labor and Workforce Development reported an unemployment rate of 3.3% for December 2022. Employment levels in the industries hardest hit by the COVID-19 pandemic such as food, leisure, travel and entertainment have seen significant improvements. The Massachusetts real estate market continues to be robust as evidenced by the historic highs in residential housing values.

Paxton has historically been very budget conscious as it does not have significant stabilization funds to help it weather fiscal storms. This cost management, together with the receipt of significant federal and state funds over the past several years, has resulted in a compound annual growth rate of nearly 6.9% to the Town's general fund since 2018.

At June 30, 2022, the Town reported a total fund balance in its general fund of approximately \$2.1 million. This fund balance represented over 14% of total fiscal year 2022 general fund expenditures, which is in line with historical performance.

The remainder of the report reflects informational items and findings and recommendations. The Town should review these recommendations and, if determined to be cost-effective, implement these improvements. Items that have been repeated from past letters to management are so indicated.

INFORMATIONAL ITEMS

Controls Surrounding Petty Cash

The police and council on aging utilize petty cash in their day-to-day operations. In fiscal year 2022, there were forty-one petty cash transactions recorded in the Town's underlying accounting system totaling approximately \$1,000. While the dollar amount of these transactions is not significant to the Town's overall operations or financial condition, the use of petty cash is an area of heightened concern due to its general nature.

The Town does not have a process to require periodic petty cash counts and reconciliations.

Petty cash transactions should operate in a similar fashion as a \$0 imprest account. In short, a petty cash dollar limit should be established by the Select Board. The police and council on aging should periodically replenish petty cash by submitting a replenishment request that is accompanied by receipts/invoices that support the expenditure of petty cash funds and include this in their normal vendor warrant process, which is the current control in place.

Line-Item Budgeting

The Town adopts a line-item budget that is very restrictive and increases the need to submit transfer requests to the finance committee. It is common within the Commonwealth of Massachusetts, even recommended to the Town by the Division of Local Services of the Massachusetts Department of Revenue in September 2006, that abbreviated budget authorizations be used for all departments.

We recommend that the Town evaluate the use of abbreviated departmental budgets authorizations in future budgets.

General Procurement Considerations

We understand that the Town has recently begun conducting procurement training at the department head level and applaud these efforts. Procurement of governmental goods, services and construction is governed by Massachusetts General Law and there are many resources available to the Town from the Inspector General's Office to assist it in complying with procurement law.

In connection with our audit procedures, we requested the procurement compliance documentation for a sample of transactions in excess of \$10,000. The Town was unable to produce support for several requests; transition in personnel may be the primary contributor to this. We recommend that all procurement compliance documentation be maintained in the Town Administrator's office.

Electric Department Bill Processing

The Town utilizes the Paxton Municipal Light Department to bill, collect and account for its water and rubbish disposal services. The Town's current accounting system has the capabilities to complete these transactions.

We recommend that the Town *evaluate* transitioning from its current billing and collections process by the Paxton Municipal Light Department to one in which the Town Collector is responsible for these activities. This is a complex process and ultimately the Town may decide to continue using the Paxton Municipal Light Department to continue billing these services as it has the capabilities to perform these tasks monthly.

New Technology Subscription Accounting Standard

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, is effective for the Town beginning in fiscal year 2023. Under this new accounting standard, an SBITA is a contract that "conveys control of the right to use another party's IT software, alone or in combination with tangible capital assets, as specified in a contract for a period of time in an exchange or exchange-like transaction."

In laymen's terms, software purchased by the Town that is hosted by the software vendor (which is commonly referred to as software as a service, or SaaS, arrangements) under an agreement that is more than one year likely qualifies for accounting under this new standard.

The Town should evaluate all *material* software hosting arrangements. These contracts should be gathered and the Town should create a listing of each material software hosting arrangement that includes key data points such as software name, vendor name, subscription start and end dates, annual required payments and renewal options, if any.

General Fraud Considerations (Annual Update)

The frequency of municipal fraud in the Commonwealth continues to rise. Municipal fraud is primarily perpetuated through (1) theft of departmental receipts, (2) payroll fraud and (3) vendor fraud.

The Town has implemented a number of measures to better ensure that it meets its operating objectives including enhanced communications between department heads, the recent adoption of a comprehensive financial policies manual, procurement training, timely review of budget to actual operating results and increased oversight and review of vendor and payroll warrants within the Town Administrator's offices. The Town should consider implementing some additional controls to further mitigate the risk of fraud including:

- a) Period "spot audits" of cash receipts processes at individual departments by the Treasurer's office (the Town Accountant is a part-time position in the Town).
- b) Developing a multi-year trend analysis of all revenues to better identify trends and spot anomalies.

Network Security, Cybercrime and Phishing (Annual Update)

While conducting audit field work, we discussed recent municipal cybercrime and phishing scams with accounting and treasury personnel. In short, the sophistication of these types of crimes is increasing, which greatly exposes all municipalities, regardless of size.

In terms of general network security, ransomware continues to affect organizations of all sizes, including municipalities with the profile of Paxton. Effective protection first requires a commitment from a municipality's leadership to dedicate the necessary resources to best protect the community. Technology personnel (internal and/or outsourced) must continuously exercise diligence in this area. Finally, this commitment then extends to all municipal employees who, whether they like it or not, are part of ransomware prevention/protection.

The U.S. FBI recommends that organizations provide ransomware training for their employees and employ robust technical prevention controls. The FBI also recommends developing a business continuity plan in the event of a ransomware attack. More detailed recommendations by the FBI Cyber Division can be found on the FBI's website.

The Town's technology plans incorporate a number of prevention and protection measures including deploying anti-virus and anti-malware software, managing network permissions and access, regularly backing up digital data and requiring users to rotate passwords periodically. Furthermore, through its insurer, Town employees has participated in cyber security training. The Town engaged a third-party information technology provider to assist it with its general computer environment several years ago. We recommend that the Town perform an in-depth risk assessment surrounding its network security for not only its critical financial functions, but also in areas such as police, fire and the library; attacks within one of these remote departments can penetrate into the Town's critical financial systems.

With respect to phishing scams, we continue to remind accounting and treasurer personnel that changes in payment methods or requests for personally-identifiable information requested via email or other electronic means should always be corroborated with individual employees (in the case of payroll) or vendors. Wherever possible, changes to payroll payment methods (and withholdings) should be completed in person by the employee with Treasury personnel.

* * * * *



Town of Paxton
FY24 Budget
March 27, 2023



Financial Outlook





WRSD Financial Goals

Budget and Advocate for What Students Need

- Base Recommendations on Data and Best Practices

Be Accountable and Transparent

- Own Mistakes
- Dig Out
- Make Necessary Systemic Changes

Build Trust and Form Healthy Town Partnerships

- Identify Untapped Efficiencies
- Seek Alternative Funding Streams
- Allow Time to Plan



State of Finances

- FY21 Audit Not Completed
- FY22 Expenditures Estimated Over by 1.65 Million
- FY22 Voted to be Balanced with Revolving Accounts
- FY22 Assessment of HR/Business Practices
- FY23 Poor Budget Development Process
- FY23 Overuse of Revolving Accounts for Funding
- FY23 Budget Freeze Implemented 2/23
- Ongoing Weekly Meetings with DESE, DOR, and Auditor



Budget Development





FY24 Budget Development Process

Collaborative, Pragmatic, Transparent

- School Committee Budget Retreat
- School and department funding requests shared with School Committee
- Forecasting FY24 Budget based on actual FY23 expenditures
- Thank you to town officials for communicating realistic budget capacities



FY24 Essential Student Needs

Staffing

- Class Size adjustments per WRSDC Policy
- Inequities between schools

Curriculum

- High Quality Instructional Materials (HQIM)
 - Elementary ELA identified priority
- Increased departmental support

Facilities

- Security infrastructure needs improvement
- Aging buildings and systems
- History of minimal preventative maintenance



FY25 and Beyond Student Needs

District Infrastructures in Need of Overhaul

- MTSS Resources and Staff
 - Guidance
 - Health
 - Academic Interventionists
- Special Education
- Expanded Pathways
- Space Limitations
- Major Capital Improvements
 - Roof, Windows, and Boilers
 - ECC and WRHS Projects



Funding Overview





WRSD Funding

Our Challenges

- WRSD Per-Pupil Expenditures continue to be among the lowest in the state (#364 out of 398)
- State funding formulas can result in substantial and inconsistent changes to individual towns assessments
 - Minimum local contribution assessments are calculated by the state and outside of our control
- Our member towns have been supportive of our budget requests in recent years, but those district requests did not consistently provide adequate funding or level services



Per Pupil Expenditure

What is Per-Pupil Expenditure (PPE)

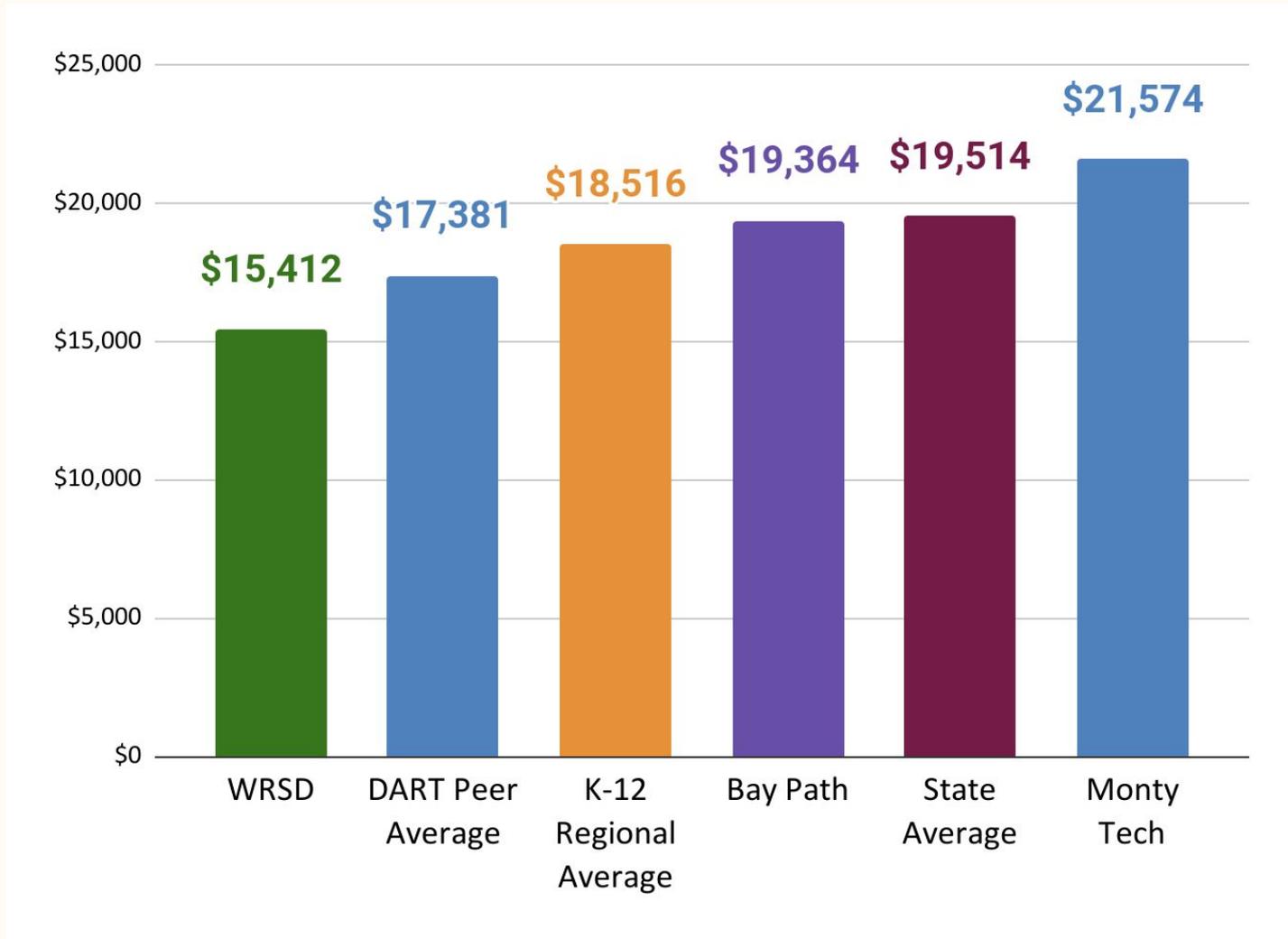
- Not a perfect metric but a comparative data point used by the state
- We recognize that many other communities may receive funding from external sources that contribute to their PPE but do not burden district taxpayers
- Not used to build this budget but an important consideration moving forward in terms of building student services



Per Pupil Expenditure

Per-Pupil Expenditure Comparisons

(FY21 - Most recent data available from DESE)





Per Pupil Expenditure - What If?

Why it Matters

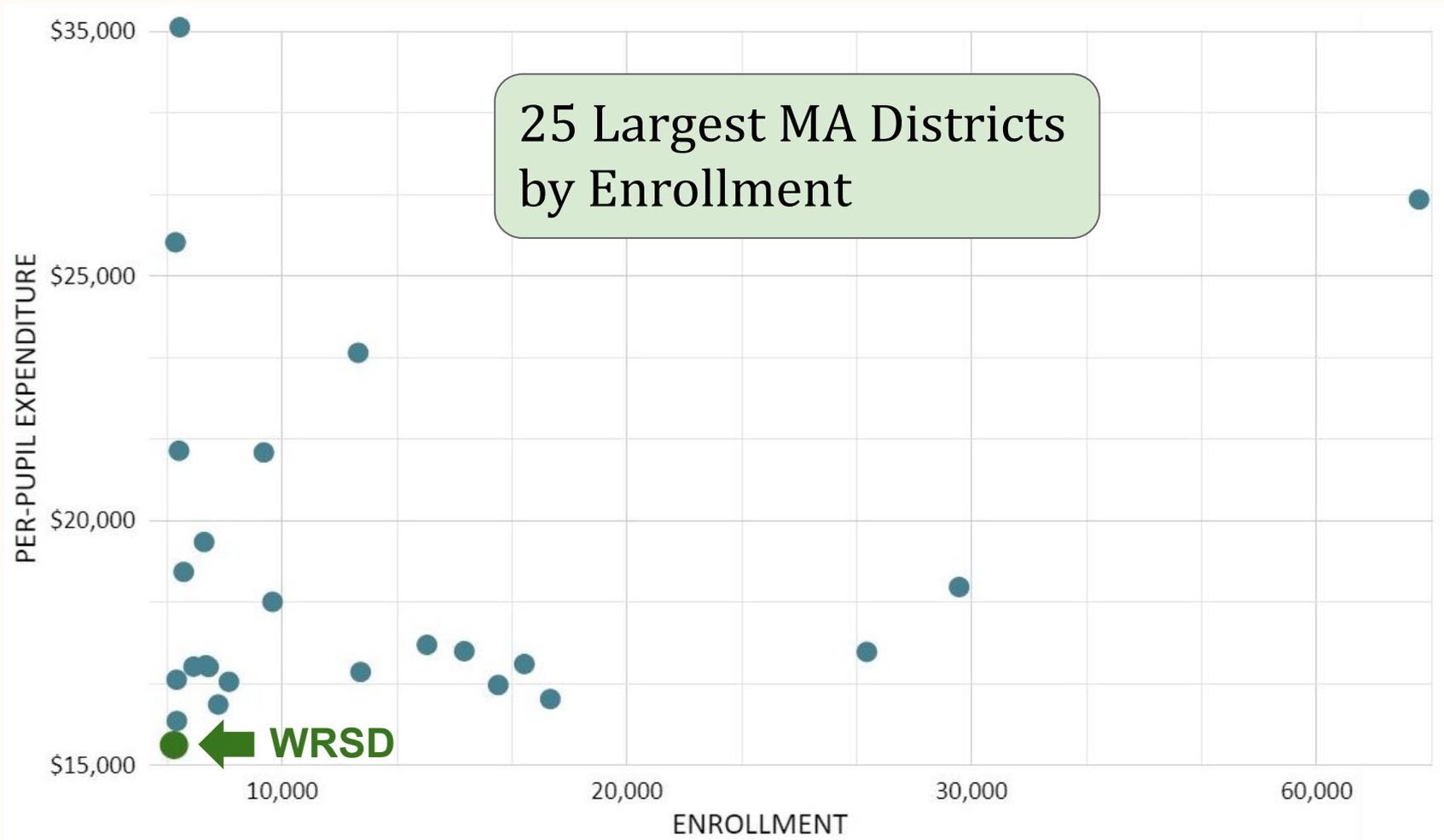
- If WRSD Had Similar PPE to DART Peer Average
 - Additional \$2,000.00 Student
 - Increase WRSD Budget by \$13,618,000
- If WRSD Had Similar PPE to K-12 Regional Peer Average
 - Additional \$3,000 Per Student
 - Increase WRSD Budget by \$20,427,000
- Inadequate Funding Places Students at Risk
 - We do not have an adequate infrastructure to address increased student needs



Large Districts PPE

Per-Pupil Expenditure Comparisons

(FY21 - Most recent data available from DESE)





Town Assessments

- How Final Town Assessments are Determined
 - Town Shares of Minimal Net School Funding
 - Determined by State
 - Absolute Minimum Each Community May Legally Contribute to their School System
 - Student Enrollment by Town
 - Determined by October 2022 SIMS Collection
 - % Share of Budget set by Regional Agreement
 - Discretionary Funding
 - Additional Funds Requested by District



Funding Acknowledgements

- The Governor's initial budget (2/23/23) includes additional Chapter 70 and Transportation Aid for WRSD
- Minimum Local Contributions have also increased
 - Included in Each Town's Total Assessment
 - Determined by the State
 - Town Shares of Minimal Net School Funding
- Revenues in draft budget currently do not include any Excess and Deficiency funds (E&D)



District Profile





District Scope

- Largest Regional PK-12 School District in MA
 - Student enrollment (6,739)
 - Geographic area (155 Square Miles)
- 25th Largest District Enrollment Overall (Out of 398 - Top 6%)
- 13 Schools in Five Towns
- 1,400+ Active Employees (all positions)
 - 569 Teaching Staff Positions (WREA)
 - 1079 Total FTEs
 - 881 District Resident Employees (631 FTEs)



District Enrollment Update

District Enrollment by Town

Overall District	Oct. 2021		Oct. 2022		Enrollment Change	
Town	Count	Percentage	Count	Percentage	Count	Percentage
Holden	3,231	47.90%	3,235	47.51%	4	0.12%
Paxton	634	9.40%	635	9.33%	1	0.16%
Princeton	417	6.18%	405	5.95%	-12	-2.88%
Rutland	1,550	22.98%	1,628	23.91%	78	5.03%
Sterling	914	13.55%	906	13.31%	-8	-0.88%
Total	6,746	100.00%	6,809	100.00%	63	0.93%



WRHS Enrollment Update

High School Enrollment by Town

High School	Oct. 2021		Oct. 2022		Enrollment Change	
Town	Count	Percentage	Count	Percentage	Count	Percentage
Holden	950	46.68%	933	48.10%	-17	-1.79%
Paxton	196	9.79%	192	9.92%	-4	-2.04%
Princeton	107	5.69%	89	5.42%	-18	-16.82%
Rutland	453	24.01%	477	22.94%	24	5.30%
Sterling	269	13.83%	274	13.62%	5	1.86%
Total	1,975	100.00%	1,965	100.00%	-10	-0.51%



FY24 Draft Budget





What's Included

- 8 Class Size Adjustments
- 1 English Learner Education (ELE) Teacher
- 2 Counselors
- 1 Curriculum Director
- New K-2 ELA Curriculum Selection and Purchase
- Facilities Improvements
 - ECC Floors
 - Generator ECC/Central Office



Enrollment & Class Size Report Analysis

Proposed FTE Increases

School	Grade	Recommended Max Class Size (WRSDC Pol. 3510)	Projected FY24 Average Class Size	
			Without FTE Increases	With Proposed FTE Increases
Houghton	K	19	24.3	18.3
Naquag	K	19	25.4	21.2
Paxton Center	1	19	30.5	20.3
Dawson (+2)	2	19	24	19.2
Naquag	2	19	24.7	21.1
Davis Hill	3	22	28.3	21.3
Glenwood	3	22	26.2	21.8
Mayo	3	22	24.8	19.8
Houghton	4	22	26	19.5
Davis Hill	5	22	29.7	22.3
Dawson	5	22	31	23.3

Over Recommendation by 15% or MORE	Over Recommendation by LESS than 15%	At or Below Recommendation
------------------------------------	--------------------------------------	----------------------------



Enrollment & Class Size Report Analysis

Proposed FTE Reductions

School	Grade	Recommended Max Class Size (WRSDC Pol. 3510)	Projected FY24 Average Class Size	
			Without FTE Reductions	With Proposed FTE Reductions
Dawson	K	19	14.4	18
Naquag	1	19	18.2	21.8
Davis Hill	4	22	18.3	24.3
Glenwood	5	22	19.5	23.4

Over Recommendation by 15% or MORE	Over Recommendation by LESS than 15%	At or Below Recommendation
---------------------------------------	-----------------------------------------	----------------------------

Class Size FTE Adjustment Summary:

+12.0 FTE positions in Gr. K-5

-4.0 FTE positions in Gr. K-5

+8.0 Net FTE Adjustments in Gr. K-5



ELE Program Data

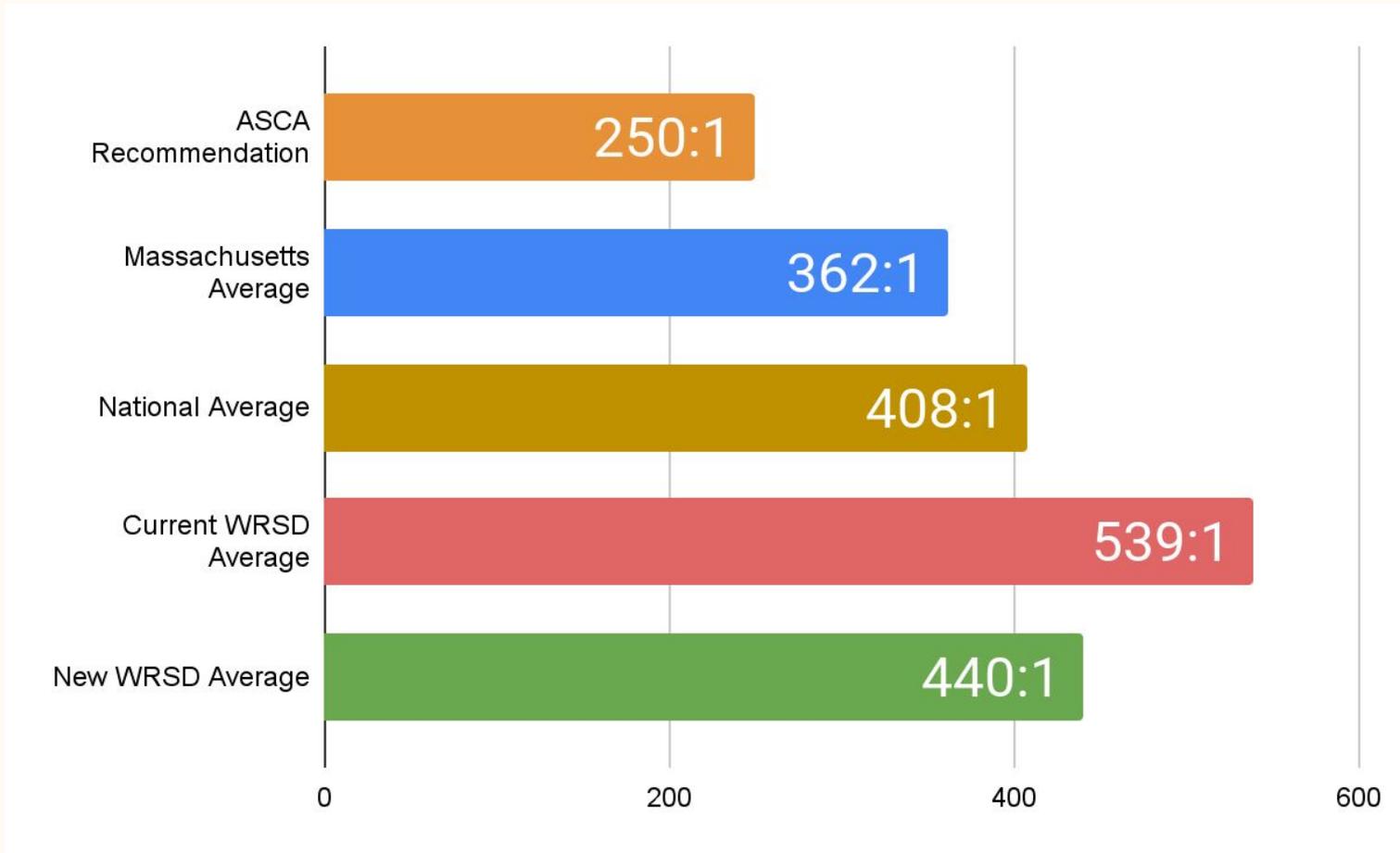
English Learner Education (ELE) Teacher (1.0 FTE)

- Not in compliance with DESE recommendations for ELE student service times.
- Many students at the Foundational Level (Level 1 or 2) are not receiving enough service time:
 - Current K-8 ELL staff provide for 387 hours of service time.
 - DESE recommendation requires 473 hours of service for our current 131 students.
 - An additional teacher will help us to close the 86 hour gap in half.
 - ELE staff caseload reassignments will be made, but essentially the new 1.0 FTE will be assigned to Davis Hill and Thomas Prince



Counseling Staff Caseloads

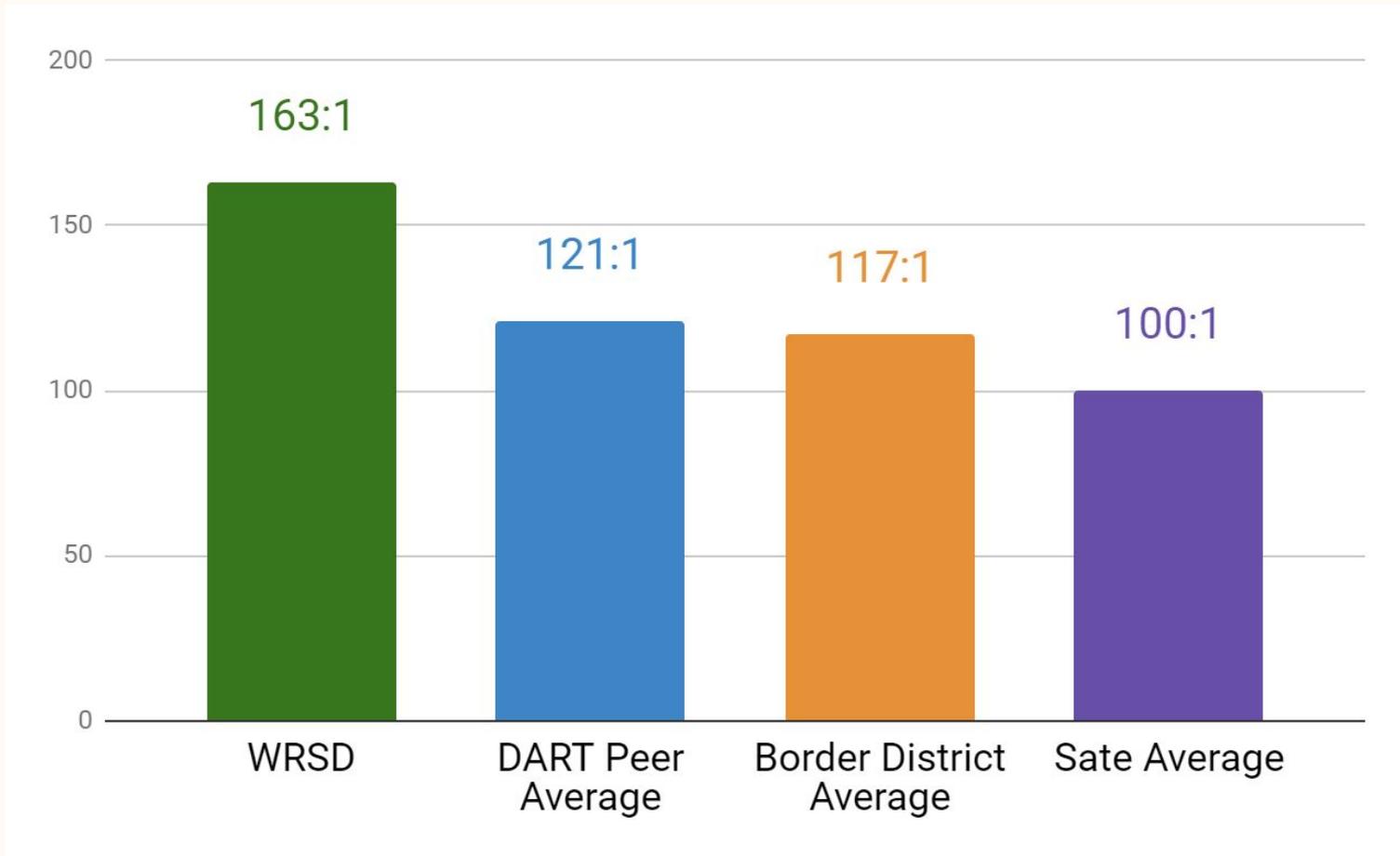
School Counselor Ratios (Students to Counselors)





Administrative Staffing

Ratio of Students to School and District Administrators (FY21 - Most recent data available from DESE)





Unfulfilled Requests

- **Central Tree**
 - SPED Teacher
 - Health Teacher
- **Chocksett**
 - Assistant Principal
 - Spanish Teacher
- **Davis Hill**
 - Related Arts teacher
 - Building sub
 - .5 Custodian
- **Dawson**
 - Related Arts Teacher
 - Literacy Interventionist
 - Building Sub
- **ECC**
 - Assistant Principal
 - .4 School Psychologist
 - Building Sub
- **Glenwood**
 - Librarian
- **Houghton**
 - ABA
 - SPED Teacher
 - .2 SLPA
- **Mayo**
 - Librarian
 - Building Sub
 - .5 Custodian
- **Mountview**
 - Counselor
 - .2 Strings Teacher
 - P. E. Teacher
 - Building Sub
- **Naquag**
 - SPED Teacher
 - Building Sub
- **Paxton**
 - 2 ABA-PA's
 - 1 SPED/Wilson Teacher
 - Building Sub
- **Thomas Prince**
 - Literacy Interventionist
 - .5 EL Teacher
 - Librarian
 - .5 Clerical Support
 - Building Sub
- **WRHS**
 - Additional Nurse
 - Adjustment Counselor
 - Art Teacher
- **District**
 - Float Nurse
 - Additional Building Subs
 - Elementary Counselors
 - Health Teachers
 - WRHS Capital Improvements
 - Post Grad Teacher



FY24 Assessment Calculations

Net School Spending and Other Revenues

	Holden	Paxton	Princeton	Rutland	Sterling	Total
Net School Spending Revenue						
Required Local Contribution	22,192,218	4,860,250	4,009,651	8,718,417	9,320,886	49,101,422
Chapter 70 Aid						35,851,035
Chapter 70 Minimum Aid (@ \$30 per capita)						0
Total Net School Spending Revenue	22,192,218	4,860,250	4,009,651	8,718,417	9,320,886	84,952,457
Other Revenue						
Chapter 71 Transportation Reimbursement						2,044,820
Charter Tuition Reimbursement						227,398
Medicaid Reimbursement						750,000
Interest						50,000
Miscellaneous						225,000
Excess & Deficiency						0
Total Other Revenue	0	0	0	0	0	3,297,218



FY24 Assessment Calculations

Total Assessments

Operating Budget Assessment Percentages:	Holden	Paxton	Princeton	Rutland	Sterling	Total
	47.5107%	9.3259%	5.9480%	23.9095%	13.3059%	100.00%
Non-Discretionary Assessments						
Transportation (net of Ch. 71 Reimbursement)	3,040,331	596,788	380,628	1,530,030	851,479	6,399,256
Debt Service	1,073,661	220,647	103,356	548,660	314,879	2,261,203
Other	0	0	0	0	0	0
Total Non-Discretionary Assessments	4,113,992	817,435	483,984	2,078,690	1,166,358	8,660,459
Total Operating Budget						116,208,797
LESS: NSS, Other, & Non-Discretionary Assessments						96,910,134
Amount Needed to Balance Budget						19,298,663
Discretionary Assessments	9,168,930	1,799,774	1,147,884	4,614,214	2,567,861	19,298,663
Total Assessment	35,475,140	7,477,459	5,641,519	15,411,321	13,055,104	77,060,544



Appropriations Defined

- **Salaries & Stipends**
Salaries, stipends and substitute budgets for all departments
- **Benefits & Insurance**
Employee and non-employee benefits and insurances
- **Instructional Support**
Equipment, technology, classroom supplies, materials, and services
- **Operations & Maintenance**
Custodial, maintenance, grounds. and utility expenses
- **Pupil Services**
General fund expenses for athletics, health services and student activities
- **Special Ed Tuitions**
Fees for students attending specialized programs outside of the district
- **Other Operating Costs**
Non-discretionary operating expenses including school choice tuition
- **Transportation**
Regular Ed and Special Ed in-district and out-of-district busing and vans
- **Debt Service**
Principal and interest payments on construction bonds



FY24 Budget by Line

A preliminary line-by-line budget was provided on 3/8/23

OBJ / ACCOUNT DESCRIPTION	FY22		FY23		FY24	
	REVISED BUDGET	ANTICIPATED ACTUAL	APPROVED BUDGET	ACTUAL TO DATE 2/22/23	DRAFT BUDGET	CHANGE VS FY23 BUDGET
501018						
501028						
501031						
501038						
501041						
501042						
501058						
501071						
501072						
501078						
501079						
501081						
501081						
501121						
50206						
50206						
50206						
50209						
50211						
Total						



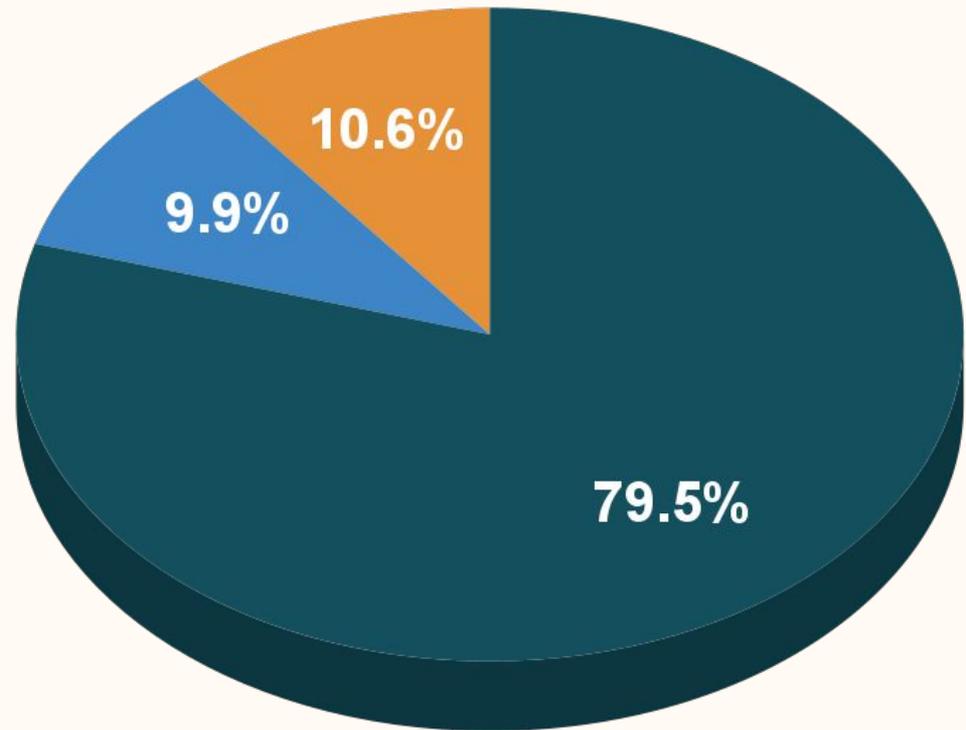
FY24 Budget by Appropriation

Appropriation	FY23 Budget	FY24 Proposed	\$ Diff +/-	% Diff
Salaries & Stipends	\$68,605,250	\$71,256,493	\$2,651,243	3.86%
Benefits & Insurance	\$19,103,693	\$21,111,295	\$2,007,602	10.51%
Instructional Support	\$2,998,720	\$3,892,590	\$893,870	29.81%
Operations & Maintenance	\$4,435,742	\$4,959,276	\$523,534	11.80%
Pupil Services	\$52,058	\$67,551	\$15,493	29.76%
Special Ed Tuitions	\$2,766,699	\$2,563,570	(\$203,129)	-7.34%
Other Operating Costs	\$1,507,582	\$1,652,745	\$145,163	9.63%
Transportation	\$7,339,487	\$8,444,077	\$1,104,590	15.05%
Debt Service	\$2,277,150	\$2,261,200	(\$15,950)	-0.70%
Total General Fund	\$109,086,381	\$116,208,797	\$7,122,416	6.53%



FY24 Budget by Category

- **Salaries and Benefits**
 - Salaries & Stipends
 - Benefits & Insurance
- **Instruction and Operations**
 - Instructional Support
 - Operations & Maintenance
 - Pupil Services
 - Special Ed Tuitions
- **Fixed Costs**
 - Other Operating Costs
 - Transportation
 - Debt Service





Revenues





FY24 State & Local Revenues

Revenue Source	FY23 Budget	FY24 Proposed	\$Diff +/-(-)	% Diff +/-(-)
Ch. 70 Aid	\$32,435,516	\$35,851,035	\$3,415,519	10.53%
Ch. 71 Transportation	\$1,852,071	\$2,044,820	\$192,749	10.41%
Charter Tuition Aid	\$133,280	\$227,398	\$94,118	70.62%
Total State Aid	\$34,420,867	\$38,123,253	\$3,702,386	10.76%
Medicaid	\$625,000	\$750,000	\$125,000	20.00%
Interest	\$50,000	\$50,000	\$0	0.00%
Misc. Revenue	\$225,000	\$225,000	\$0	0.00%
Excess & Deficiency	\$850,000	\$0	(\$850,000)	-100.00%
Total Local Revenue	\$1,750,000	\$1,025,000	(\$725,000)	-41.43%



FY24 Minimum Local Contribution

	FY23	FY24	\$ Change	% Change
Holden	\$21,404,782	\$22,192,218	\$787,436	3.68%
Paxton	\$4,733,160	\$4,860,250	\$127,090	2.69%
Princeton	\$3,836,083	\$4,009,651	\$173,568	4.52%
Rutland	\$8,123,913	\$8,718,417	\$594,504	7.32%
Sterling	\$8,936,125	\$9,320,886	\$384,761	4.31%
Total MLC	\$47,034,063	\$49,101,422	\$2,067,359	4.40%



FY24 Town Assessments

Revenue Source	FY23 Budget	FY24 Proposed	\$Diff +/-(-)	% Diff +/-(-)
Holden Total	\$33,806,436	\$35,475,140	\$1,668,704	4.94%
Paxton Total	\$7,177,576	\$7,477,459	\$299,883	4.18%
Princeton Total	\$5,418,740	\$5,641,519	\$222,779	4.11%
Rutland Total	\$14,068,152	\$15,411,321	\$1,343,169	9.55%
Sterling Total	\$12,444,610	\$13,055,104	\$610,494	4.91%
Total Towns	\$72,915,514	\$77,060,543	\$4,145,029	5.68%



Reasons Behind Increase

- Accurate Reflection of Actual Expenditures
 - Estimated Over Expenditures in 2022
 - Poor Budget Development Process in Prior Years

- Increased Operating Costs
 - Utilities
 - Health Insurance
 - Facilities

- More Accurate Definition of Level Services
 - Unable to Add Positions FY23



Paxton Capital Improvement Request

Paxton Center School Security Improvements

- Access Control
 - Entry door controls
 - Key fobs
 - Alarm system

- Surveillance
 - Indoor/Outdoor cameras
 - Cloud recording

- Cost Estimate
 - \$47,138



FY24 Budget Calendar

- Governor's Budget - February 23, 2023
- Business/Finance Sub and Town Officials meeting on first draft budget - February 27, 2023
- Annual Budget Hearing - March 6, 2023
- School Committee budget approval - March 9, 2023
- Meetings with town officials - March/April, 2023
- Town Meetings (tentative dates):
 - Holden - May 15, 2023
 - Paxton - June 5, 2023
 - Princeton - June 20, 2023
 - Rutland - May 6, 2023
 - Sterling - May 1, 2023



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, March 13, 2023

Meeting Location: Public Safety Complex, 576 Pleasant Street, Paxton, MA 01612

Members Present: Julia N. Pingitore, Chair
Kirk R. Huehls, Vice Chair
Carol L. Riches, Clerk

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

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

UPDATE FROM TOWN COMMITTEES AND BOARDS

- Joint session with the Planning Board for consideration of an interim appointment of Peter Schur until the Annual Town Election on May 8, 2023.
- **Neil Bagdis** – Recommend Peter Schur be appointed to fill a current vacancy on the Board until the Annual Town Election.
- **Peter Schur** – I have lived in Paxton for 34 years. I have a masters from Clark in Public Administration. Served on Select Board for 3 years. 16 years on the Finance Committee and 11 years on Bay Path School Committee. Now I would like to help the town on the Planning Board.
- **Motion (KH) seconded (CR) to appoint Peter Schur to the Planning Board until the May 8, 2023 election. Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**
- Chief Savasta – presented Paul Riley and Timothy Larkham to be appointed as full time Police Officers.
- **Motion (KH) seconded (CR) to appoint Paul Riley and Timothy Larkham as full time Police Officers. Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**

CONSENT ITEMS

- 1. Approve the meeting minutes from the regular meeting held on February 27, 2023.
- 2. Approve the meeting minutes from the regular meeting held on March 8, 2023.
- 3. Approve one-day liquor license for Anna Maria College for Saturday, April 15, 2023, 10am to 6pm and May 10, 2023, 4pm to 10pm.
- 4. Reappoint Jennifer Bridgers to the Board of Registrars for a three-year term ending March 31, 2026.
- 5. Appoint Jeremy Richard to the Economic Development Committee as the representative from the Finance Committee and as a non-voting member for the term ending June 30, 2023.

- 6. Accept donation from Mr. & Mrs. Stratton in the amount of \$10,000 with \$5,000 each going to the Police and Fire Departments.
- **(JP)** Are there any objections to any of the consent items? Hearing no comment. Items 1 through 6 are approved.

OLD BUSINESS

Review the progress of the Select Board goals

- **(JP)** – Reviewed the updates that were provided by the Town Administrator.
 - Communication
 - Joint meeting
 - Charter review working group
- **(HM)** - Town counsel recommended to do as a special act for the charter review. In good practice you should review your charter every ten years.
- **(JP)** - Put it on a future agenda and take some time to review the charter and ask other committees if they have any input and then discuss to determine if there are any changes that need to be made.
 - Meeting monthly with boards and committees
 - I would like to start putting together a Select Board handbook
 - Liaison positions
 - Budgeting process
 - Annual timeline for the budgets
 - Work with fin com for annual budget process
 - Establish EDC
 - Improve town wide communication.
- **(CR)** - Are we doing okay with meeting with our liaisons? Are we all doing that?
- **(KH)** - For the most part I am. Some committees meet during the day, which is hard, and a lot of my groups are not very active at the moment.
- **(HM)** – If you want I will keep this on once a quarter to make sure we are keeping on track.

Vote to close the warrant on April 24, 2023, for the Annual Town Meeting to be held on June 5, 2023.

- **Motion (KH) seconded (CR) to close the warrant on April 24, 2023 for the annual town meeting held on June 5, 2023. Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**

NEW BUSINESS

Discuss potential projects for ARPA

- **(CR)** - Capital projects – the only department that has brought any forward was the DPW. One of the items was a small item. It is a boom head attachment that the DPW Director said would save the town money, time and manpower. The ARPA funding has some funds left in the household project. That could possibly be used for something like this.
- **Mark Love** - As a representative from the Capital Committee this item will also help with storm water and would cost about \$14,700. Travis spoke of storm water and I raised the question how much help would the ditch head mean to you and Travis said, time, money and man power. Finance and Capital are now working on bringing these projects forward. We had our eye on capital depreciation. What we are conflicted with is perhaps there are other opportunities for the ARPA spending. The other item is the chipper which

could be another item for consideration. Take it under advisement and hit the pause button and come back in a month and look at it.

- **(JP)** - There could be a number of things that ARPA funds could be used for, but we will keep these items in mind.

Discuss form for budget article warrant

- **(HM)** – I would like to present that we put the budget forward as the bottom-line budget with an additional handout given to the residents at town meeting. The actual budget will have just the bottom-line number. This would give flexibility to the department heads in order to move money around. It also gives flexibility to the department heads as things happen. We can track internal transfers as well.
- **(JP)** We would need to put a policy in place for internal transfers.
- **(HM)** - We can post on the accountants page a monthly transfers sheet to keep track of this.
- **Mark Love** – The thought was that the article was only going to have one line. We think that we do still need to have the breakdown and then it would be fine if the article was just a one line item. We should have a policy and structure, and then this would be fine. If this was brought back to the Finance Committee with this explanation then the committee would be comfortable with this. As long as the detail is in the back of the warrant.
- **Motion (CR) seconded (KH) to accept the recommendation for the budget to be a departmental bottom line number Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**

Accept bid recommendations for security cameras

- **(HM)** – We just received these bids today. Rick Bedard has been assisting with this project. Worked hand and hand with the school. The school wanted to use the state contract. Our problem was that they had a quote but it did not give specifics. We did an optional pre-bid walk through. On Feb 23rd documents went out and bids were due today. We had three bids overall. One bid did not include a quote sheet so we had to consider this nonresponsive. The other two bids were valid and we were able to negotiate with the lowest bidder and they brought down their bid to be below the 50,000 that we have to spend. This will include the first year of service as well. The school will then be able to budget for the annual service going forward.
- **Motion (KH) seconded (CR) to accept the bid from Security 101 for the security cameras for Paxton Center School. Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**

Review updated application and fee schedule for one-day liquor license

- **(HM)** – Modified the current one day liquor license so that all the questions can be answered in the application itself. We also do not currently charge for this license. Eventually this can go online and then we can get sign offs as well from any departments that we deem necessary.
- **(JP)** – I think it makes sense to start with a \$50 fee for the application and then we can always review it.
- **Motion (KH) seconded (CR) to accept the new one day liquor license application with a fee of \$50.00. Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**
- **(HM)** - When do want to make this effective?
- **(JP)** - Immediately.

SELECT BOARD CORRESPONDENCE

- (JP) – Correspondence from a town resident commending Andrew Clark from the water department for a job well done.

PUBLIC COMMENT

- **Neil Bagdis** – First, I would like to see the town calendar on the town sign. Secondly the Planning Board will look to reschedule our meeting so that our schedule is opposite that of the Select Board. It is also difficult for the liaisons to attend meetings so this should help with that as well.

TOWN ADMINISTRATOR’S REPORT

Boards, Committees, Commissions

COMMUNITY HAPPENINGS

Check out the [Town’s Website](#) for the latest programs.

Kids’ Summer Program – The Recreation Department is now accepting applications for kids ages 4 through 6th graders. For information about the program, fee schedules, and employment opportunities, please check out the Recreation page of the [Town’s website](#).

Paxton Days & Summer Jam – This year the Town has a fun filled day planned for Saturday, June 17th from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at dparsons@townofpaxton.net.

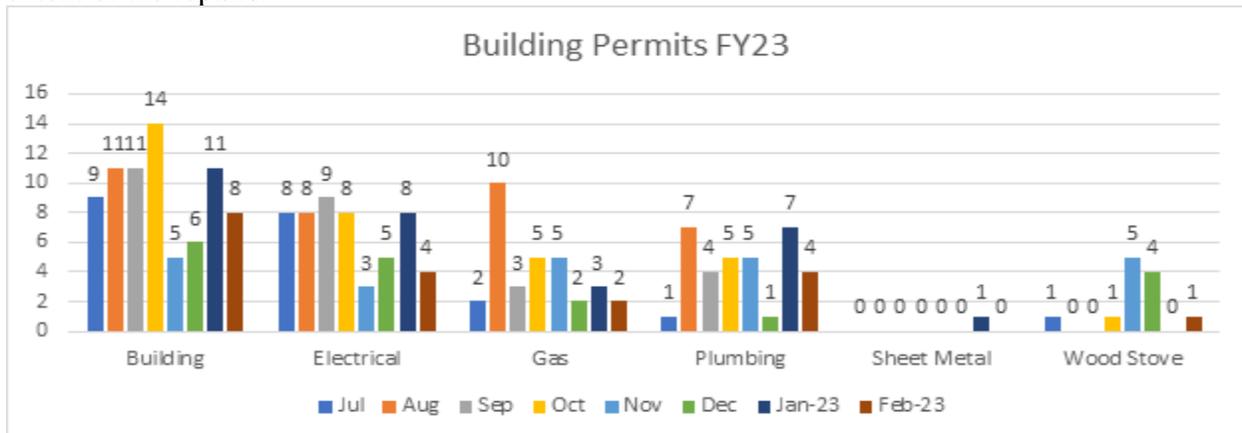
Town-wide Yard Sale – Each year, resident Bob Wilby organizes a Town-wide yard sale for Paxton. This year’s yard sale is scheduled for Saturday, May 20th from 8 am to 2 pm. To be listed on the annual Yard-sale map, please contact Bob at (508) 792-4662.

DEPARTMENTAL UPDATES

Building Department

In February, we had eight building permits pulled, with a total of 19 permits for the department for the month. While that number was 11 less than January, it was the same number that we had in February 2022. By this time last fiscal year, we had a total of 228 permits pulled, this year we are at 207, or 9% less than less year. On a more positive note, we had 75 Building Permits pulled in FY23, whereas at this same time in FY22, we only had 72 Building Permits pulled.

Of the building permits pulled in February 2023, three were for water damage, one was for a kitchen remodel, bathroom remodel, 2 roofs, and for an entry door. Of these projects, the remodels will likely impact our new growth figure, the water damage permits will depend on the extent of the repairs.



DPW

Paving – The DPW expects to pave/reclaim Forestdale, Glen Alan, and Orchard this spring.

Complete Streets- The DPW is planning to apply for a complete streets grant this year to redo the sidewalks along Richards Ave.

MS4 Project – This project was ARPA funded in order to bring the Town into compliance with state regulations. The DPW is currently working with Fuss & O’Neil. Samples and inspections.

West Street Engineering – The project was ARPA funded and the Town has worked with Tatar & Howard on this project. The goal is to have a Mass Works grant ready to go this Spring before the State’s deadline.

Black Hill Bridge – This project was funded by a Small Bridge grant by the State. We are working with CHA on this project. The consultant was behind and we have been working with the State. Once the project is complete, we expect to apply for a Small Bridge action grant.

DCR – Working through Wes and Sampson, our consultant that the Town worked with for our schematic design for the DPW building, we are applying for a Request for Determination of Applicability under the Watershed Protection Act to obtain an opinion of whether we will be allowed to use the same property to build a new DPW building and confirm that we can place a septic system on the site. We expect a response prior to May.

Asnebumskit Dam – We had a Phase I study completed in May 2022. One of the action items was to update our Emergency Action Plan (EAP) for the Dam. With the hard work of Jeff Olson from the Fire Department the Town now has an EAP for the Dam that staff will be reviewing.

IT

We received notice from our IT director that he will complete his work with the Town on March 17th. We will be working with Rabidou Consulting for IT support for the remainder of the fiscal year. Shawn Mead from Fire and myself will be collecting IT requests over the next few weeks to address the ones we can in house and send the rest out. We are most curious as to what the requests are. We will look to build a scope of services for FY24+ IT services.

Town Administrator

On Wednesday, March 8, the Select Board met on Zoom to vote to move the Annual Town Meeting from May until Monday, June 5th at 7pm. The Select Board is expected to vote on extending the date for the closure of the warrant to a date in late April. The additional time will provide the Town with an opportunity to have the most up-to-date school figures used as part of the budget, and potentially reduce the impact of budget cuts to departments.

FINANCES

FY24 Budget Process

The Finance Committee has been regularly meeting on Wednesday evenings. At the last meeting, it was restated that the Town currently has budget requests that exceed expected revenues. The Finance Committee and Town officials will work together to come to a balanced budget over the next few weeks.

Grants

Newly Awarded:

Hazard Mitigation Planning Grant – The Town received word last week that we received approximately \$4,455 in a reimbursable grant to update the Town’s Hazard Mitigation Plan.

Active/Status Update:

Community Compact (IT) Grant – Grant funds were awarded in December in the amount of \$115,000 to support conversion to records management system, including

scanning and electronically filing many of the Town's files to relieve storage burden and make files more user friendly and searchable.

Community Compact Grant "HR Procedures" – Turnover in staff at Collin's Center. Working with them to finish up the project. In Progress

DFS Firefighter Safety Grant – FD was awarded for \$15,500 for a grant for turnout gear which they applied for in October.

Early Education & Care – The Recreation Department has received a grant of \$3,250 a month towards the Before/After School Program starting in October. (9/2022)- In Progress

MIA Risk Management Grant – We were awarded half of the funding for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$5626.53 out of the total \$9,237.50 applied for in September.

MIA Wellness Grant – Partially Complete.

Office of Grants & Research – The Police Department received a grant with funding from the National Highway & Traffic Safety Administration in the amount of \$19,921 (9.2022) – In Progress.

SAFE Grant – FD applied for and were awarded a grant in the amount of \$5,400 for safety education.

Shared Streets Grant- In Progress.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, in progress.

State Earmark of Funds – Senator Gobi and Representative Ferguson contacted my office early this summer to inquire if there were projects related to economic development in which we could use funding. They submitted legislation that would support \$75k for redoing our Zoning Bylaws and \$125k related to our DPW building. We received notice on Friday that the earmark totaling \$200k was approved. Funds will be required to be used and projects completed by June 30, 2026.

United Way – The Recreation Department applied for and were awarded funds in the amount of \$5000 for additional after school/out of school programming.

Wachusett Reservoir Watershed Salt Reduction Grant – We were awarded the 50/50 matching grant for a polar flex system, that if awarded would reduce the cost of the item, which is originally \$6,700, in half.

Applied for:

Ambulance Certified Public Expenditure Program – FD applied for reimbursement for Medicaid/Mass Health ambulance billings for the prior Fiscal Year 2022, with the amount requested at \$62,566.

Assistance to Firefighters Grant- FD applied in January 2021 for \$450,000 for a Water Tanker. Funding to be awarded through December, no word yet.

Procurement:

Active:

- **Security Cameras (Paxton Center School)** – With the assistance of Town Resident, Rick Bedard, and Principal Rickan and Facilities Director Mark Wilde, the Town was able to take advantage of the State contract vendor list, ITC-71. We disseminated materials for a request for quote on the State contract on 2/23, a voluntary walk-through was held on 3/3 and bids are due on Monday, March 13th at 12 noon.
- **Trash Collection** – We drafted an RFP for municipal trash collection for FY24. The Town Admin, Tom Carroll of the BOH, and Sheryl Lombardi are meeting late this week to get everything wrapped up and get the process completed.

To do:

- Cable Access Software
- Records Building – Fence
- Security Cameras (Paxton Center School)
- Town Common area drainage (WRAP funding)
- Tivnan Field Lights (materials only)
-

JOB OPENINGS

Paramedic/Firefighter – There was a new opening for a paramedic/firefighter which closed last week. Interviews are underway.

PROJECTS

Updates

Town Building Phone Upgrade – All phones are now connected to the internet. We have resolved the last of the phone line issues and Wi-Fi matter at the Library. We are in the process of scheduling our official cutover.

(JP) The current snow storm is expected to bring 12 to 20 inches of snow possibly to our area. Trash service has already been delayed one day. Keep your cars off the road.

(HM) - The town hall, COA and library will all be closed on Tuesday and we will keep everyone updated on the opening time for Wednesday.

ADJOURN

- **Adjourned Meeting at 8:28pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for March 27, 2023, at 6pm.

Documents from the Meeting filed in BOS office:

Agenda

Attendance list

Town Administrators update

Meeting minutes

Respectfully submitted,

Donna Graf-Parsons
Executive Assistant

Town of Paxton
Special Municipal Employees

Agents for License Commissioners	5/1/1963			
Ballot Counters	5/1/1963			
Bicentennial Committee	5/1/1963			
Board of Appeals, Zoning	5/1/1963		7/18/2005	
Board of Assessors	5/1/1963		7/18/2005	
Board of Fire Engineers	5/1/1963			
Board of Health	5/1/1963		7/18/2005	
Board of Public Assistance	5/1/1963			
Board of Registrars	5/1/1963			
Building Board of Appeals	5/1/1963			
Building Inspector	5/1/1963			
Building Inspector, Assistant	5/1/1963			
Burial Agent	5/1/1963			
Caretaker of Clock	5/1/1963			
Cemetery Commission	5/1/1963		7/18/2005	
Civil Defense Director	5/1/1963			
Civil Defense Director, Asst.	5/1/1963			
Conservation Commission	5/1/1963			
Constables	5/1/1963			
Director of Public Assistance	5/1/1963			
Dog Officer	5/1/1963			
DPW Secretary/Clerk			7/18/2005	
Election Officers	5/1/1963			
Finance Committee	5/1/1963		7/18/2005	
Fire Chief	5/1/1963		7/18/2005	
Fire Department On Call Employees				7/24/2012
Fire Department Part Time Employees			7/18/2005	7/24/2012
Fire Officers, Daytime	5/1/1963			
Fire Department Secretary/Clerk			7/18/2005	
Fire Inspector			7/18/2005	
First Responders			7/18/2005	
Forest Fire Warden	5/1/1963			
Inspector of Animals and Slaughtering	5/1/1963			
Insurance Advisory Committee	5/1/1963			
Library Trustees	5/1/1963			
Measurer of Wood & Bark & Field Drivers & Fence Viewers	5/1/1963			
Moderator	5/1/1963			
Moth Superintendent	5/1/1963			
Municipal Light Board Members	5/1/1963		7/18/2005	
Part Time Dispatchers			7/18/2005	
Part Time Police Officers			7/18/2005	
Planning Board	5/1/1963		7/18/2005	
Planning Board Secretary/Clerk			7/18/2005	
Planning Committee for Fire/Police Building	5/1/1963			
Plumbing Inspector	5/1/1963			

Town of Paxton
Special Municipal Employees

Police Department Regular	5/1/1963			
Police Department Reserve	5/1/1963			
Police Department - Special Police	5/1/1963			
Recreation Commission	5/1/1963		7/18/2005	
Recreation Commission Secretary			7/18/2005	
Sanitation Inspector	5/1/1963			
School needs study Committee	5/1/1963			
School Planning & Building Committee	5/1/1963			
School Physician	5/1/1963			
Sealer of Weights and Measurers	5/1/1963			
Traffic Planning Committee	5/1/1963			
Tree Warden	5/1/1963	2/8/1990	7/18/2005	
Veteran's Agent	5/1/1963			
Water Commissioners	5/1/1963		7/18/2005	
Wire Inspector	5/1/1963			
Wire Inspector, Assistant	5/1/1963			
Any and all employees on a temporary or part-time basis, whose compensation shall be paid at an hourly rate. (Except those positions specifically named in the document from 8/22/1963.)	5/1/1963			



Office of the Town Clerk

PAXTON, MASS.

August 22, 1963

The following positions were classified as Regular Municipal Employees of the Town of Paxton.

Town Clerk	George L. McGovern
Treasurer	Marian E. Maccabee
Collector of Taxes	Marian E. Maccabee
Board of Selectmen	Jesse E. Mills Glidden B. Pierce
School Committee	Reginald J. Smith Charles C. Craig Robert J. Hall
All employees of the School System (except School Physician)	
Public Health Nurse	Joyce McEachern
Superintendent of Streets	Walter V. Pike
Superintendent of Light Department	Roy M. Wentworth
Employees of Highway, Water, Cemetery and Light Departments	
Town Counsel	Paul Revere O'Connell
Town Accountant	Yvonne Karle
Custodian of Town Hall	Marian E. Maccabee


George L. McGovern
Town Clerk



Town of Paxton
Special Municipal Employees

Board of Appeals, Zoning	3/27/2023
Board of Assessors	3/27/2023
Board of Health	3/27/2023
Board of Registrars	3/27/2023
Building Inspector	3/27/2023
Building Inspector, Assistant	3/27/2023
Burial Agent	3/27/2023
Caretaker of Clock	3/27/2023
Cemetery Commission	3/27/2023
Conservation Commission	3/27/2023
Constables	3/27/2023
Election Officers	3/27/2023
Finance Committee	3/27/2023
Fire Department On Call Employees	3/27/2023
Fire Department Part Time Employees	3/27/2023
Fire Department Secretary/Clerk	3/27/2023
Inspector of Animals	3/27/2023
Insurance Advisory Committee	3/27/2023
Library Trustees	3/27/2023
Measurer of Wood & Bark & Field Drivers & Fence Viewers	3/27/2023
Moderator	3/27/2023
Municipal Light Board Members	3/27/2023
Part Time Police Officers	3/27/2023
Planning Board	3/27/2023
Plumbing Inspector	3/27/2023
Police Department Reserve	3/27/2023
Recreation Commission	3/27/2023
Sanitation Inspector	3/27/2023
Town Counsel	3/27/2023
Tree Warden	3/27/2023
Veteran's Agent	3/27/2023
Water Commissioners	3/27/2023
Wire Inspector	3/27/2023
Wire Inspector, Assistant	3/27/2023
Any and all employees on a temporary or part-time basis, whose compensation shall be paid at an hourly rate. (Except those positions specifically named in the document from 8/22/1963.)	3/27/2023

Donna Graf-Parsons

From: Tara Rondeau <trondeau@paxtonlight.com>
Sent: Thursday, March 16, 2023 2:15 PM
To: Donna Graf-Parsons; Heather Munroe
Subject: Public Safety Building Meeting Room

Caution! This message was sent from outside your organization.

Hi Donna,

If PMLD wanted to utilize the PSB meeting room for a meeting, how do we go about booking it? The board would like to have a meeting about bringing fiber broadband to Paxton. They would like the company that we used for the feasibility study to do a presentation and then open it up for public comment etc. Promote it a bit for public buy-in.

Thank you,

Tara Rondeau
General Manager
Paxton Municipal Light Department
578 Pleasant St.
Paxton, MA 01612
(508)756-9508
trondeau@paxtonlight.com

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

March 27, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

See the Town's Website for all openings and how to submit a letter of interest.

COMMUNITY HAPPENINGS

Check out the [Town's Website](#) for the latest programs.

Easter Egg Hunt – The Recreation Department will be holding a free Easter Egg Hunt on Saturday, April 8th at 11 am – 12:30 pm for ages 0-10. The Easter Bunny will be joining us, there will be a craft, and games. This will be held at the Bandstand weather permitting. In the event of inclement weather, the event will be at the Council on Aging (White Building). If there are any questions, please contact Kathy at kcard@townofpaxton.net or give her a call 508-363-1822. Pre-registration NOT required.

Kid's Summer Program – The Recreation Department is now accepting applications for kids ages 4 through 6th graders. For information about the program, fee schedules, and employment opportunities, please check out the Recreation page of the [Town's website](#).

Paxton Days & Summer Jam – This year the Town has a fun filled day planned for Saturday, June 17th from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at dparsons@townofpaxton.net.

Town-wide Yard Sale – Each year, resident Bob Wilby organizes a Town-wide yard sale for Paxton. This year's yard sale is scheduled for Saturday, May 20th from 8 am to 2 pm. To be listed on the annual Yard-sale map, please contact Bob at (508) 792-4662.

DEPARTMENTAL UPDATES

IT

Shawn Mead and I have been meeting on a weekly basis to review any IT issues that we have encountered over the past week. Things have been relatively smooth, with only minor issues.

Grants

Newly Awarded:

Combination Dynamic Speed Feedback and School Zone Speed Limit Sign Assemblies (Delivery Phase 2 for Municipal Roads) – The DPW received a grant from Mass DOT to install electronic signage for speed limits on West Street.

Active/Status Update:

Community Compact (IT) Grant – Grant funds were awarded in December in the amount of \$115,000 to support conversion to records management system, including scanning and electronically filing many of the Town’s files to relieve storage burden and make files more user friendly and searchable.

Community Compact Grant “HR Procedures” – Turnover in staff at Collin’s Center. Working with them to finish up the project. In Progress

DFS Firefighter Safety Grant – FD was awarded for \$15,500 for a grant for turnout gear which they applied for in October.

Early Education & Care – The Recreation Department has received a grant for \$3,250 a month towards the Before/After School Program starting in October. (9/2022)- In Progress

Hazard Mitigation Planning Grant – We received approximately \$4,455 in a reimbursable grant to update the Town’s Hazard Mitigation Plan. – In Progress

MIIA Risk Management Grant – We were awarded half of the funding for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$5626.53 out of the total \$9,237.50 applied for in September.

MIIA Wellness Grant – Partially Complete.

Office of Grants & Research – The Police Department received a grant with funding from the National Highway & Traffic Safety Administration in the amount of \$19,921 (9.2022) – In Progress.

SAFE Grant – FD applied for and were awarded a grant in the amount of \$5,400 for safety education.

Shared Streets Grant- In Progress.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, in progress.

State Earmark of Funds – Senator Gobi and Representative Ferguson had contacted my office early this summer to inquire if there were projects related to economic development in which we could use funding. They submitted legislation that would support \$75k for redoing our Zoning Bylaws and \$125k related to our DPW building. We received notice on Friday that the earmark totaling \$200k was approved. Funds will be required to be used and projects completed by June 30, 2026.

United Way – The Recreation Department applied for and were awarded funds in the amount of \$5000 for additional after school/out of school programming.

Wachusett Reservoir Watershed Salt Reduction Grant – We were awarded the 50/50 matching grant for a polar flex system, that if awarded would reduce the cost of the item, which is originally \$6,700, in half.

Applied for:

Ambulance Certified Public Expenditure Program – FD applied for reimbursement for Medicaid/Mass Health ambulance billings for the prior Fiscal Year 2022, with the amount requested at \$62,566.

Assistance to Firefighters Grant- FD applied in January 2021 for \$450,000 for a Water Tanker. Funding to awarded through December, no word yet.

Procurement:

Active:

- **Security Cameras (Paxton Center School)** – This contract was awarded to Security 101 in the amount of \$49,945 and includes internal and external cameras, access door system for main entries, and monitoring and online storage for a year.
- **Trash Collection** – An RFP has been drafted and has been sent out to area vendors who offer this service. As this contract is exempt from Chapter 30B, we have a little leeway in timing. The requests went out on March 27th and are due back on Monday, April 10th. The goal is to have the Select Board award the contract on Monday, April 24th.

To do:

- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Security Cameras (Paxton Center School)
- ✓ Town Common area drainage (WRAP funding)
- ✓ Tivnan Field Lights (materials only)

JOB OPENINGS

Police Officer – There are currently two openings for police officers.

PROJECTS

Updates

Town Building Phone Upgrade – Our Phones are now live and operating. We are working out a few kinks and getting everything setup. We will get all updated contact information live on our website once it is finalized.



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638
Paxton Select Board
dparsons@townofpaxton.net

[Special Municipal Employee Designation](#)

Select Board Meeting – 03.27.2023

In accordance with Mass General Laws Ch. 268, positions are eligible for designation as a “special municipal employee” provided that the position is: (1) not paid; (2) it is a parttime position which allows the person in that position to work at another job during normal working hours; OR (3) person in that position was not paid for more than 800 working hours during the preceding 365 days.

The Select Board has rescinded all prior designations of Special Municipal Employees, and designates the following positions as Special Municipal Employees:

Assistant Local Building Inspector
Board of Assessors
Board of Health
Board of Registrars
Burial Agent
Caretaker of the Clock
Cemetery Commission
Conservation Commission
Constables
Election Officers
Electrical Inspector
Finance Committee
Fire Department – On-Call Employees
Fire Department – Part-time Employees
Insurance Advisory Committee
Library Trustees
Moderator
Municipal Light Board
Planning Board
Plumbing/Gas Inspector
Police Officers – Part-time
Recreation Commission
Sanitation Inspector
Special Town Counsel
Town Counsel
Tree Warden
Veteran’s Agent
Water Commission
Zoning Board of Appeals

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator
March 27, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

[See the Town's Website for all openings and how to submit a letter of interest.](#)

COMMUNITY HAPPENINGS

Check out the [Town's Website](#) for the latest programs.

Easter Egg Hunt – The Recreation Department will be holding a free Easter Egg Hunt on Saturday, April 8th at 11 am – 12:30 pm for ages 0-10. The Easter Bunny will be joining us, there will be a craft, and games. This will be held at the Bandstand weather permitting. In the event of inclement weather, the event will be at the Council on Aging (White Building). If there are any questions, please contact Kathy at kcard@townofpaxton.net or give her a call 508-363-1822. Pre-registration NOT required.

Kid's Summer Program – The Recreation Department is now accepting applications for kids ages 4 through 6th graders. For information about the program, fee schedules, and employment opportunities, please check out the Recreation page of the [Town's website](#).

Paxton Days & Summer Jam – This year the Town has a fun filled day planned for Saturday, June 17th from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at dparsons@townofpaxton.net.

Town-wide Yard Sale – Each year, resident Bob Wilby organizes a Town-wide yard sale for Paxton. This year's yard sale is scheduled for Saturday, May 20th from 8 am to 2 pm. To be listed on the annual Yard-sale map, please contact Bob at (508) 792-4662.

DEPARTMENTAL UPDATES

IT

Shawn Mead and I have been meeting on a weekly basis to review any IT issues that we have encountered over the past week. Things have been relatively smooth, with only minor issues.

Grants

Newly Awarded:

Combination Dynamic Speed Feedback and School Zone Speed Limit Sign Assemblies (Delivery Phase 2 for Municipal Roads) – The DPW received a grant from Mass DOT to install electronic signage for speed limits on West Street.

Active/Status Update:

Community Compact (IT) Grant – Grant funds were awarded in December in the amount of \$115,000 to support conversion to records management system, including scanning and electronically filing many of the Town’s files to relieve storage burden and make files more user friendly and searchable.

Community Compact Grant “HR Procedures” – Turnover in staff at Collin’s Center. Working with them to finish up the project. In Progress

DFS Firefighter Safety Grant – FD was awarded for \$15,500 for a grant for turnout gear which they applied for in October.

Early Education & Care – The Recreation Department has received a grant for \$3,250 a month towards the Before/After School Program starting in October. (9/2022)- In Progress

Hazard Mitigation Planning Grant – We received approximately \$4,455 in a reimbursable grant to update the Town’s Hazard Mitigation Plan. – In Progress

MIA Risk Management Grant – We were awarded half of the funding for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$5626.53 out of the total \$9,237.50 applied for in September.

MIA Wellness Grant – Partially Complete.

Office of Grants & Research – The Police Department received a grant with funding from the National Highway & Traffic Safety Administration in the amount of \$19,921 (9.2022) – In Progress.

SAFE Grant – FD applied for and were awarded a grant in the amount of \$5,400 for safety education.

Shared Streets Grant- In Progress.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, in progress.

State Earmark of Funds – Senator Gobi and Representative Ferguson had contacted my office early this summer to inquire if there were projects related to economic development in which we could use funding. They submitted legislation that would support \$75k for redoing our Zoning Bylaws and \$125k related to our DPW building. We received notice on Friday that the earmark totaling \$200k was approved. Funds will be required to be used and projects completed by June 30, 2026.

United Way – The Recreation Department applied for and were awarded funds in the amount of \$5000 for additional after school/out of school programming.

Wachusett Reservoir Watershed Salt Reduction Grant – We were awarded the 50/50 matching grant for a polar flex system, that if awarded would reduce the cost of the item, which is originally \$6,700, in half.

Applied for:

Ambulance Certified Public Expenditure Program – FD applied for reimbursement for Medicaid/Mass Health ambulance billings for the prior Fiscal Year 2022, with the amount requested at \$62,566.

Assistance to Firefighters Grant- FD applied in January 2021 for \$450,000 for a Water Tanker. Funding to awarded through December, no word yet.

Procurement:

Active:

- **Security Cameras (Paxton Center School)** – This contract was awarded to Security 101 in the amount of \$49,945 and includes internal and external cameras, access door system for main entries, and monitoring and online storage for a year.
- **Trash Collection** – An RFP has been drafted and has been sent out to area vendors who offer this service. As this contract is exempt from Chapter 30B, we have a little leeway in timing. The requests went out on March 27th and are due back on Monday, April 10th. The goal is to have the Select Board award the contract on Monday, April 24th.

To do:

- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Security Cameras (Paxton Center School)
- ✓ Town Common area drainage (WRAP funding)
- ✓ Tivnan Field Lights (materials only)

JOB OPENINGS

Police Officer – There are currently two openings for police officers.

PROJECTS

Updates

Town Building Phone Upgrade – Our Phones are now live and operating. We are working out a few kinks and getting everything setup. We will get all updated contact information live on our website once it is finalized.