



TOWN OF PAXTON

SELECT BOARD MEETING Monday, June 26, 2023 – 7:00pm 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.

CALL TO ORDER

1.	OPEN MEETING - Announce Executive Meeting
2.	UPDATE FROM TOWN COMMITTEES/BOARDS
7:00PM	1). Review the membership guidelines for the Economic Development Committee with Savvas Kosmidis.
3.	CONSENT ITEMS
7:10PM	1) Approve the meeting minutes from the Regular Meeting held on June 12, 2023.
	2) Approve the meeting minutes from the Executive Session held on June 12, 2023.
	3) Approve in accordance with MGL c.54.Sec 72 to have police coverage for all local/state elections and primaries until a vote of the Select Board negates this decision.
	4) Award a one-year contract for FY24-01 Paving Contract – Bituminous Concrete to Mass Broken Stone for the amount of \$80.48 per ton.
	5) Award a one-year contract for FY24-01 Paving Contract – Reclamation to Murray Paving for \$3.09 per square yard.
	6) Award a one-year contract for FY24-02 Line Painting Contract to Pro Finish Lines Corp. for the total amount of \$17,527.57 for FY24 Line Painting.
	7) Award a one-year contract for Heating Oil, through the CMRPC group procurement, for \$0.899 markup price per gallon for FY24.
	8) Award three-year contract from FY24 through FY26 for contract for Assessing Software to VISION Government Solutions, Inc as a sole-source provider.
	9) Award three-year contract from FY24 through FY26 for contract for Financial Software to VADAR as a sole-source provider.
4.	NEW BUSINESS
7:15PM	1) Award FY24 IT Services Contract based on FY24-04 Procurement.
	2) FY23-12 Tivnan Little League Lights Field Procurement Update.
	3) Approve yearend transfers as needed, Round V and Round VI.
	4) Review and proposed policy and fee structure for Plumbing, Gas, Electrical and Alternate Building Inspectors for FY24.
	5) Review and approve proposed fee schedule increases for the Building Department for FY24.
	6) Donation from Gibbs Realty for 2 “Welcome to Paxton” sign at the town line.
5.	OLD BUSINESS
7:45 PM	1) Ratify contract for the Town Administrator.
	2) Approve FY24 Annual Appointments.
	3) Liaison Assignments for FY24.
	4) Review Public Comment Policy.
6.	SELECTBOARD CORRESPONDENCE
7.	PUBLIC COMMENT

8.	TOWN ADMINISTRATOR'S REPORT
9.	EXECUTIVE SESSION
8:00PM	1) To discuss potential litigation concerning the Holden Dispatch contract. Chapter 30A, Sec. 21 (3).
	2) Contract negotiations for the Town Administrator. MGL Chapter 30A, Sec. 21 (3).
10.	ADJOURN

- Times may be adjusted during the meeting.
- The documents that support this meeting can be located on the Town's website (townofpaxton.net) on the Select Board page under [meeting materials](#).

2.) Update Town Boards & Committees

COMMITTEE CHARGE

Committee: **PAXTON ECONOMIC DEVELOPMENT COMMITTEE (EDC)**

Appointed by: **SELECT BOARD**

Members: **TBD**

Length of Term: **1 YEAR**

Charge Approved: **AUGUST 8, 2022**

Charge Amended: **--**

Mission

The mission of the EDC will be to seek to improve the community's quality of life through an expanded local business base that respects and contributes to Paxton's community character and improves the economic well-being of all its residents.

Economic development policies will seek to create local servicing of resident's needs, increased local employment opportunities, and other benefits that have been identified by the community. Paxton will seek to create a supportive environment for local businesses and mutually supportive relationships among businesses, residents, and Town government.

Economic development efforts will be planned to avoid or mitigate impacts that would detract from Paxton's character and rural setting. Business development and expansion should contribute to community life and serve community needs, fit in Paxton's small town setting, be environmentally friendly, not strain local service capacity, and build upon and foster Paxton's special attributes, which include:

- Small rural atmosphere
- Route 56, Route 122, Scenic Byways, and easy access to Worcester
- Open space and undeveloped land
- Low tax rate and affordability
- Proximity to business activity in Worcester and neighboring communities.

Membership:

Seven voting and two non-voting members, to include:

4 Town Business Owners (Agricultural/Farm; Retail; Home Office; other);

2 Residents;

1 Planning Board Member (Ex-Officio);

1 Town Administrator (Non-voting);

1 Finance Committee Member (Non-voting)

Deliverable(s):

Study of Current Businesses in Town – completed by June 30, 2023, to include:

- a. Compiled list of all businesses (in home/store fronts) in Town
- b. Surveys and Interviews of all business owners, to include, at minimum (years in town, what is going well in Paxton, what roadblocks that have ran into)
- c. Survey of Town's residents to include what services they purchase in Paxton, what services they purchase in near by towns, what services they wish to see in Paxton.

3.) Consent Agenda



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, June 12, 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. We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning

CONSENT ITEMS

- 1. Approve meeting minutes from the Executive Session held on May 22, 2023.
- 2. Approve meeting minutes from the Executive Session held on May 31, 2023.
- 3. Approve the meeting minutes from the regular meeting held on June 5, 2023.
- 4. Approve Annual Appointments for FY24.
- 5. Sign the Road stabilization letter for FY24 to approve the amount of \$118,870.00.
- (JP) Any discussion on these consent items?
- (CR) Can we move item #4 to new business.
- (JP) Hearing no other comments. Items 1,2,3 and 5 are approved.

NEW BUSINESS

Yearend transfers

FROM		Amount	"-	TO	--2
1910-5208	Health Insurance Premium	\$16,321.00		1423-5200	Snow Removal - Purchased Serv
1910-5208	Health Insurance Premium	\$20,314.95		1423-5400	Snow Removal - Salt & Sand
1910-5208	Health Insurance Premium	\$8,227.14		1423-5800	Snow Removal - Equipment
1423-5130	Snow Removal - Overtime	\$1,227.88		1423-5800	Snow Removal - Equipment
1910-52008	Health Insurance Premium	\$1,173.34		1155-5200	MIS

- Motion (KH) seconded (CR) to approve the year end transfers. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

MOU with Recreation and Water Department

- (HM) This is to bring everything into the DPW Directors contract, so we did a MOU for Water and Recreation to memorialize those amounts, so we have a commitment on what

is coming. Recreation wants it for the term as long as Travis is the Director over the next three years.

- **Motion (KH) seconded (CR) to sign both of the Memorandums of understanding. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

DPW Building project

- (HM) Asked DCR to look at putting a new building on the existing site for the DPW. We had a few questions for DCR's clarification. 1. Can we build a septic that is close to the buffer zone? 2. Storage of fuels (diesel and gas). 3. The application submitted to DCR talked about the entire plot of land which goes around the reservoir. Just wanted clarification on what exactly was the "entire" plot of land.
- (KH) Have any of these areas been staked and flagged?
- (CR) No, the project did not get to that point.

Trash fee increase

- (HM) The trash rate is currently at \$22.00. Reviewed a chart of information that broke down what the Town would collect with rates ranging from \$21 to \$24. Look forward to doing this as an enterprise fund in the future.
- (JP) We are not married to the numbers on the agenda.
- **Mark Love** The more revenue the better.
- (CR) It is not a money-making thing. We should only cover the cost. Would like to revisit to make sure we are only collecting enough to cover the trash.
- (KH) I would like to push it towards the enterprise fund.
- (CR) Are we sure that we can do an enterprise fund for trash?
- (HM) I will double check and then we could put it on a Special Town Meeting if needed.
- (JP) Collections currently look good.
- (CR) Lets revisit at the next meeting.
- **Mark Love**, If you do a study or survey, I think that you would find the consensus is that service is outstanding. I think small increases would be received better.
- **Motion (KH) seconded (CR) to increase the trash fee from \$22 to \$23 effective July 1, 2023. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**
- (HM) We could adopt an enterprise fund by a vote at a town meeting.

Select Board meeting calendar

Reviewed and set meeting calendar for FY24.

Letter of support for WRSD

- (HM) The MSBA for the school loans has a program that went on hiatus during covid, and they are asking for it to come back.
- **Motion (KH) seconded (CR) to approve and sign the letter of support for the Wachusett Regional School District. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

Liaison assignment for FY24

- (JP) Does anyone want a change or leave it the same?
- (CR) Can we put this back on for the next meeting?

Annual appointments (moved from consent items)

- (CR) noted some changes that need to be made. Bring this back to the next meeting.

- (JP) Hold off on Heather's appointment until her contract is signed. Do we need the Town Hall Building Committee?
- (CR) We should hold it in case any grants come through.
- (JP) We could piece mail this or wait until June 26th meeting to clear this up.
- **Motion (KH) seconded (CR) to update the list and then place on the agenda for our meeting on June 26th. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**
- (CR) What about the recent request for the CIPC, do we want to add that?
- (JP) I would like to see a standard policy in place on how we advertise for these openings.
- **Mark Love** It should be posted but not done retroactively. There is a CIPC opening from May, and I do not want to see that sit open. We have been waiting on that decision to be opined on. I would not want a new policy and have somebody else jump ahead of someone that thought he was doing the right things.
- (JP) It would be nice if we had multiple people step up. We need to be transparent and let the community have the opportunity to come forward. That initial person had advanced notice that that position was opening up so I would like to give the entire community the same opportunity. Asked Heather to put together a document that can be reviewed and put into place so it its done the same way every time.

OLD BUSINESS

EDC

- (JP) How many times have they met?
- (HM) Three or so. Just having trouble with people committing to what day they can meet. Not sure what the right answer is to move this forward. Looking at current member structure. Not sure if we should make the committee smaller or larger.
- (JP) What if we move the Fin Com member as a voting member.
- (HM) Just need to wait for the Attorney Generals office to approve the new bylaw before we could do that.
- (KH) Could we add an alternate member that can step up and fill in when needed? Can we invite EDC to a meeting to see what we need to do to work it out.
- **Mark Love** Attorney General's office currently has the bylaw that was passed at town meeting. Then the Fin Com member could be a voting member.
- (JP) Yes and that would need to come in front of the Select Board for a vote.
- **Mark Love** I think you might see a shift in leadership and that would be a driving force that would change the dynamic of this.
- (CR) Have Heather reach out and see if all the current members still want to stay on the committee and make the commitment.
- (JP) If we do move the Fin Com member to a voting position then we need to look at the other members to keep it an odd number. Important to keep the members from the town businesses.
- (CR) Reach out to the Planning Board to fill the open position.

SELECT BOARD CORRESPONDENCE

- None

PUBLIC COMMENT

- None

TOWN ADMINISTORS REPORT

- **Boards, Committees, Commissions**

Finance Committee – Finance Committee has a few openings. This is an excellent role for a Town Resident who is interested in learning more about the Municipal Finance Process. The busy season for individuals in this role is usually the spring months leading up to Town Meeting. These positions are appointed by the Moderator. Please see the Town's website for more information.

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.

Historical Commission – The Historical Commission will be resuming their open house Saturdays from 9 -10:30 am on the 2nd Saturday of each month starting on June 10th. On June 24th at 7pm the Historical Commission will be hosting a History at Play, "Revolution of her Own – story of Deborah Sampson" at the Senior Center.

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.

Summer Music Series – Join Paxton Recreation as they host the Summer Music series on Thursday evenings at the Paxton Bandstand from 6:30 PM to 8:30 PM starting on July 13th. This year's lineup is sponsored by the Mass Cultural Council and Country Bank. Please note that in the event of inclement weather, the evenings performance will be cancelled.

July 13 th	The Midnight Riders www.facebook.com/themidnightridersbandma
July 20 th	Donna Lee and the Crooked Ledge Band https://www.donnaleeentertainment.com/
July 27 th	Paul Courchaine https://www.facebook.com/paulcourchainemusic/
Aug 3 rd	ASB Band www.ambientsojourn.com
Aug 10 th	Petty Larceny Band www.petty-larceny-band.com
Aug 17 th	Paxton Crossing https://www.facebook.com/PaxtonCrossing

DEPARTMENTAL UPDATES

- **IT**
This month the IT team has responded to a few reports of potential scams showing up on employees' computers when they have a browser open. All employees were notified and informed of appropriate steps.

FINANCES

- **Grants**

Applied for Grants Update:

Community One Stop – On the Town's behalf, Tata & Howard, our consultants, applied for the Mass Works amongst a myriad of other available grants under the States Community One Stop Program for West Street. We do not expect to have a response until October.

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.

Active/Status Update:

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.

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

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 – The unofficial working group will be meeting next week with CMRPC to get the zoning bylaw rewrite project, funded by earmark, up and running.

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.

Procurement:

- Active:
 - **Tivnan Field Lights** – A pre-bid conference was held on June 1st and an addendum was issued last week. The bid opening date was extended until June 21st at 12 noon.
 - **Paving Contracts FY24** – The IFB for the FY24 paving contract work has been issued and bids are due on Wednesday, June 21st at 12 noon.
 - **Line Painting FY24** – The solicitation for quotes for the FY24 Line Painting contract work has been issued and bids are due on Wednesday, June 21st at 12 noon.
 - **IT Services FY24** – The solicitation for quotes for FY24 IT contracted services has been issued to at least three vendors and responses are due back Friday, June 16th at 4 pm.

To do:

- Cable Access Software
- Records Building – Fence
- Town Common area drainage
- Well Pump - Recreation

JOB OPENINGS

Police Officer – There is one opening for a police officer.

Municipal Custodian – The position for Municipal Custodian has been advertised in the Landmark, the Town's website, and Indeed.com. This is the position for a new part-time 19-hour per week custodian for FY24 for the Town Hall, Public Safety, COA, and DPW buildings. We hope to have a person hired by the end of July, if not sooner.

ADJOURN

- **Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 8:06pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.**
- **Returned to Regular Session at 8:17pm**
- **Adjourned Meeting at 8:17pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for June 26, 2023, 7:00pm.

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, Office of the Town Clerk
697 Pleasant Street Paxton, MA 01612
Phone: (508) 799-7347 Ext.1013
lbecker@townofpaxton.net

June 20, 2023

To: Town of Paxton Selectboard Members
Re: The "Votes Act"

As you may recall, the Votes Act made a permanent change to MGL Chapter 54, Section 72 which states the assignment of police officers at polling places now requires a vote of the Select Board.

The law reads as follows: "The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections."

The Town Clerks were instructed further by the Elections division that the Select Board only need to specify the number of officers in their vote and that they can in turn delegate the role of assigning the specific officers to the Chief of Police.

To prevent the need to vote at each election, I request that two officers be detailed for each election/primary going forward until a vote of the Select Board negates this vote. The first officer will be scheduled an 8-hour shift and start one hour before the opening of the polls at the election/primary, meeting the Town Clerk at the Town Hall to transport the ballots to the election. The second officer relieves the first officer and stays until the close of polls and transports the ballots back to the Town Hall. I further request that the Police Chief be given the authority to fill these positions in accordance with current Union Contracts and procedures.

Thank you.

Laurie Becker
Town Clerk

At a Select Board Meeting held on _____, the Select Board voted in accordance with MGL c. 54 c. §72 to detail _____ police officers for all Local/State (regular and special) Elections/Primaries until a vote of the Select Board negates this decision. The first officer will be scheduled for an 8-hour shift starting 1 hour prior to the open of polls. The second officer will relieve the first officer and stay until the polls are closed and the ballots have been transported back to the Town Hall. Further the Selectboard voted for the authority to fill these positions be given to the Chief of Police.

Signature

Date

FY24-01 Paving Contracts

Bituminous Concrete (D-2 Bid form item #1)

Full Depth Pavement Reclamation (D-2 Bid form item #2)

Company	Bituminous concrete (item #1) Per ton	Full Depth Pavement Reclamation (item #2) Pre square yard
PJ Albert	\$86.25	\$3.90
Mass Broken	\$80.48	N/A
Murray Paving	N/A	\$3.09
All States Construction	N/A	\$3.74
Lazaro Paving	\$90.00	\$4.00
Garrity Asphalt	N/A	\$4.96
PJ Keating	\$97.00	N/A

Bids opened June 15, 2023 at 12pm – Town Hall

Present: Donna Graf-Parsons, Executive Assistant, Tiffany Sidhom, DPW Administrative Assistant

*References checked. Paperwork in order. Reviewed with DPW Director.



TOWN OF PAXTON

697 Pleasant Street, Paxton, MA 01612

(508) 754-7638 Ext 20 Fax: (508) 797-0966

Heather Munroe, Town Administrator

hmunroe@townofpaxton.net

Murray Paving & Reclamation, Inc.
55 Whitney Street
Holliston, MA 01746

June 27, 2023

RE: Letter of Award – 24-01B Paving Contract – Reclamation

Dear Mr. Johnson,

The contract for the 24-01B FY24 Paving Contract- Reclamation for the Town of Paxton is being awarded to Murray Paving & Reclamation Inc ***contingent upon receipt of a Payment Bond in the amount of at least \$28,718.46; a Performance Bond in the amount of at least \$57,436.92; a certified corporate vote; and the returned attached contract executed.*** The Select Board voted at their regularly scheduled meeting held on June 26, 2023 at 7pm to award the contract to Murray Paving & Reclamation, Inc.

Attached is the contract, completed, and executed by the Town through the Town Administrator. Exhibit A is the "FY24-01 Paving Contracts Project Manual." Your point(s) of contact will be the Travis Thibault, DPW Director, (508) 753-9077, and email tthibault@townofpaxton.net.

Please notify me if you have any questions or require assistance. Please send over the completed Performance Bond, Payment Bond, Corporate Vote, and executed Contract at your earliest convenience. Please also submit weekly prevailing wage sheets with your invoice(s) to the Town Hall, Town Administrator, 697 Pleasant Street, Paxton, MA 01412.

Sincerely,

Heather M. Munroe
Town Administrator

Enclosure



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 Ext 20 Fax: (508) 797-0966
Heather Munroe, Town Administrator
hmunroe@townofpaxton.net

Massachusetts Broken Stone Company
332 Sawyerhill Road, PO BOX 276
Berlin, MA 01503

June 27, 2023

RE: Letter of Award – 24-01A Paving Contract – Bituminous Concrete

Dear Ms. Hayes,

The contract for the 24-01A FY24 Paving Contract- Bituminous Concrete for the Town of Paxton is being awarded to Massachusetts Broken Stone ***contingent upon receipt of a Payment Bond in the amount of at least \$124,220.88; a Performance Bond in the amount of at least \$248,441.76; and the returned attached contract executed.*** The Select Board voted at their regularly scheduled meeting held on June 26, 2023 at 7pm to award the contract to Massachusetts Broken Stone Company.

Attached is the contract, completed, and executed by the Town through the Town Administrator. Exhibit A is the “FY24-01 Paving Contracts Project Manual.” Your point(s) of contact will be the Travis Thibault, DPW Director, (508) 753-9077, and email tthibault@townofpaxton.net.

Please notify me if you have any questions or require assistance. Please send over the completed Performance Bond, Payment Bond, and executed Contract at your earliest convenience. Please also submit weekly prevailing wage sheets with your invoice(s) to the Town Hall, Town Administrator, 697 Pleasant Street, Paxton, MA 01412.

Sincerely,

Heather M. Munroe
Town Administrator

Enclosure

Fiscal Year 2024 Line Painting Bids received

Line Painting (D-2 Bid form – quote sheet)

<u>Company Name</u>	<u>4" solid dbl yellow center line</u>	<u>4" solid white side fog line</u>	<u>"SCHOOL" stencil hand work</u>	<u>Blue handicapper marking</u>	<u>90 degree arrows</u>	<u>Fuel charge</u>	<u>Any other charges</u>	<u>Total</u>
Pro Finish Liners Corp	\$10,969.34	\$4,468.23	\$100.00	\$600.00	\$140.00	\$250.00	Traffic control \$1,000.00	\$17,527.57
Markings Inc	\$14,307.84	\$5,828.13	\$99.00	\$834.00	\$157.00	0	0	\$21,225.97
K5 Corporation	\$13,512.96	\$5,763.37	\$120.00	\$600.00	\$116.00	0	0	\$20,112.33

Bids opened June 15, 2023 at 12pm – Town Hall

Present: Donna Graf-Parsons, Executive Assistant, Tiffany Sidhom, DPW Administrative Assistant

****References and documentation reviewed. All paperwork is in order and also assented to by DPW Director.**



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 Ext 20 Fax: (508) 797-0966
Heather Munroe, Town Administrator
hmunroe@townofpaxton.net

Pro Finish Lines Corp.
170 Halfway Pond Rd.
Plymouth, MA 02360

June 27, 2023

RE: Letter of Award – 24-02 FY24 Line Painting Contract

Dear Mr. Blout,

The contract for the 24-02 FY24 Line Painting Contract for the Town of Paxton is being awarded to Pro Finish Lines Corp *contingent upon receipt of your Certificate of Liability Insurance; a performance bond in the amount of \$17,527.57; and a certified corporate vote.* The Select Board voted at their regularly scheduled meeting held on June 26, 2023 at 7pm to award the contract to Pro Finish Lines Corp.

Attached is the contract, completed, and executed by the Town through the Town Administrator. Exhibit A is the "FY24-02 Line Painting Project Manual." Your point(s) of contact will be Travis Thibault, DPW Director, (508) 753-9077, and email tthibault@townofpaxton.net.

Please notify me if you have any questions or require assistance. Please send over a copy of your current Certificate of Liability Insurance as soon as possible. Please also submit weekly prevailing wage sheets with your invoice(s) to the Town Hall, Town Administrator, 697 Pleasant Street, Paxton, MA 01412.

Sincerely,

Heather M. Munroe
Town Administrator

Enclosure

Bidder: RJ McDonald Inc

Bid for (Circle one): Fuel (heating) Oil Diesel Fuel Unleaded Gas Propane

Date: 5/22/23

Towns: Bacile, Charlton, Hardwick, Hubbardston, Oakham, Paxton
Pittsford, Sterling, Sturbridge, WHA, Winchendon

Form or Item	Completed and Included
Bid Sheet	✓
Certificate of Non-Collusion	✓
Tax Compliance Certification	✓
Certificate of Authority	✓

Item or Service	Price
MARK-UP PRICE PER GALLON (basis for award)	\$ 0.899
	\$
Other pricing info provided	\$
Winter Blend additive	\$ 11.35 / 60#1c
Maintenance	\$ 125/hr, \$187.50 nights + weekends
	\$
	\$
	\$

ATTACHMENT A: BID SHEET -FISCAL YEAR 2024 -No. 2 HEATING OIL (1 of 3)

Name of Bidder: R.S. McDONALD INC.

Having read the attached conditions and agreeing to comply fully with them unless otherwise noted on this form, the undersigned proposes the following.

Bidders have the option of bidding for all participating towns, or bidding on individual Towns. CMRPC will award the bid to the lowest responsive and responsible bidder for each Town. Bidder submits a bid for the specified fuel for the following (Choose between option 1 and 2, marking the boxes of towns you're bidding on):

1. All Towns

- ☐ Auburn, Ayer, Barre, Charlton, Hardwick, Harvard, Hubbardston, Lunenburg, Millville, Northbridge, Oakham, Oxford, Paxton, Princeton, Southbridge, Sterling, Sturbridge, Upton, Uxbridge, Winchendon, and Winchendon Housing Authority (collectively, the "Towns").

2. Individual Towns

- | | | |
|-------------------------------------------------|-----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Auburn | <input type="checkbox"/> Millville | <input checked="" type="checkbox"/> Sturbridge |
| <input type="checkbox"/> Ayer | <input type="checkbox"/> Northbridge | <input type="checkbox"/> Upton |
| <input checked="" type="checkbox"/> Barre | <input checked="" type="checkbox"/> Oakham | <input type="checkbox"/> Uxbridge |
| <input checked="" type="checkbox"/> Charlton | <input type="checkbox"/> Oxford | <input checked="" type="checkbox"/> Winchendon |
| <input checked="" type="checkbox"/> Hardwick | <input checked="" type="checkbox"/> Paxton | Housing |
| <input type="checkbox"/> Harvard | <input checked="" type="checkbox"/> Princeton | Authority |
| <input checked="" type="checkbox"/> Hubbardston | <input type="checkbox"/> Southbridge | <input checked="" type="checkbox"/> Winchendon |
| <input type="checkbox"/> Lunenburg | <input checked="" type="checkbox"/> Sterling | |

ATTACHMENT A: BID SHEET -FISCAL YEAR 2024 -No. 2 HEATING OIL (2 of 3)

Bidders must submit pricing for approximately 313,313 gallons of NO. 2 HEATING OIL for FY24 (July 1, 2023 through June 30, 2024).

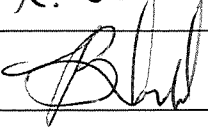
Guaranteed Price

CMRPC is seeking a **markup per gallon price**. For the baseline price, we will use the New York Mercantile Exchange (NYMEX) price for New York Harbor. Remember you must include all taxes and fees in your bid. As an example, if the NYMEX price is \$2.50 per gallon and your markup is \$0.50 per gallon, you would indicate the NYMEX Price of \$2.50 per gallon, your markup per gallon of \$0.50 and the total price of \$3.00 per gallon. CMRPC will make the award to the lowest price vendor based on their markup price per gallon. Please also indicate a markup price for any winter blends.

Pricing information can be found here: <https://www.eia.gov/todayinenergy/prices.php>

NO. 2 HEATING OIL for FY2024. (July 1, 2023 through June 30, 2024)

New York Mercantile Exchange Price Per Gallon	5/18/23 \$ 2.24	\$ /gal.
VENDOR MARKUP PER GALLON *Basis for Award*	.899¢	\$ /gal.
Total Price Per Gallon	5/18/23 \$ 3.139	\$ /gal.

Bidder's Name:	R. J. McDONALD INC BRUCE McDONALD
Authorized Signature:	
Title:	PRESIDENT
Mailing Address:	71 WORCESTER RD. P.O. Box 638 BARRE MA 01005
Fed. ID #:	042223719
Telephone:	978-355-6649

Date:	5/18/23
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ATTACHMENT A: BID SHEET -FISCAL YEAR 2024 -No. 2 HEATING OIL (3 of 3)

Winter Blend Pricing

Vendors are expected to recommend use of the winter blend when they believe gelling could be an issue. **Bidders are asked to submit pricing for a Winter Blend as well as a complete description of its contents as part of the bid sheet.**

WINTER BLEND Description	BOTTLE OF ADDITIVE "FPPF HOT" 1 BOTTLE \$11.35
Vendor Markup Per Gallon	\$ /gal.

Maintenance and Service Pricing

Some towns also require maintenance and service of their tanks. **Bidders are asked to submit pricing for their hourly rate charged for maintenance and service or attach a complete description of their services and pricing.**

Maintenance and Service Description	
Hourly Rate \$125 per Hour	\$187.50 per hour NIGHTS W/KNDS \$ /gal.

ATTACHMENT B: COMPLIANCE CERTIFICATIONS

Certificate of Non-Collusion The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.


Non-Discrimination and Affirmative Action The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The CMRPC shall not be liable for any costs associated with the consultant's defense of claims of discrimination.

Public Contracts Debarment In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, United States Federal Government and/or the Towns. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Towns at any time during the period of the contract of prior or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the Towns, the contract will be cancelled and the award revoked.

Qualifications The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Tax Compliance Certification Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.



Signature

5/17/23

Date

Bruce McDonald

Name of Person Signing Proposal

R.J. McDONALD INC.

Name of Business

ATTACHMENT C: CERTIFICATE OF AUTHORITY

(For Corporations/LLC's/LLP's/Entities Only)

At a duly authorized meeting of the Board of Directors/Members/Partners of the R.J. McDonald Inc. (Name of Entity) held on 5/19/23 (Date) at which all the Directors/Members/Partners were present or waived notice, it was voted that

[Signature] (Authorized Signer's Name), the PRESIDENT (Officer/Title) of this company, be and he hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this company's name on its behalf of such Bruce McDonald (Officer) under seal of the company, shall be valid and binding upon this company.

A TRUE COPY,
ATTEST:

[Signature] VP
(Signature/Title)

Place of Business:

71 Worcester Rd.
Barre, MA 01005

I hereby certify that I am the VP (Title) of the R.J. McDonald Inc. (Name of Corporation) that Bruce McDonald (Officer, Name) is duly elected Pres (Title) of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

[Signature] VP
(Signature/Title)
Ryan P. Goodwin VP
(Typed Name/Title)

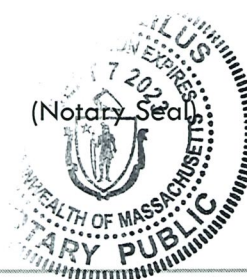
(Date) 5-19-23

Subscribed and sworn to before me
If applicable (i.e., not necessary for sole proprietorships or partnerships)
this 19th day of May, 2023

(Corporate Seal)

[Signature]
Notary Public Ann E. Meilus

My Commission Expires 9-7-23




ATTACHMENT D: DRAFT HOLD HARMLESS AGREEMENT (completed upon award)

The Contractor, R.J. McDONALD INC., agrees to indemnify and hold harmless the Town of _____ its officers, employees, and agents from and against any and all liabilities, claims, damages or expenses resulting from or incurred in connection with work performed under this contract.

The Contractor agrees to indemnify and hold the Town of _____ harmless from and against any and all suits, causes of action, judgments or damages, including attorneys' fees, arising out of or resulting from bodily injury or death or destruction of property, in connection with work performed under this contract.

By:

Date	5/19/23
Signature	
Name of person signing bid or proposal	BRUCE McDONALD
Name of business	R.J. McDONALD INC.

Bidder: Tratelli Oil & propane

Bid for (Circle one): Fuel (heating) Oil Diesel Fuel Unleaded Gas Propane

Date: 5/22/23

Towns: _____

Form or Item	Completed and Included
Bid Sheet	✓ DID NOT INCLUDE DWNS
Certificate of Non-Collusion	✓
Tax Compliance Certification	✓
Certificate of Authority	✓

Item or Service	Price
MARK-UP PRICE PER GALLON (basis for award)	\$.55
	\$
Other pricing info provided	\$
"Will call" subject to fee of	\$ 350.00
Winter blend - 1 bottle per tank	\$ 25
	\$
	\$
	\$

ATTACHMENT A: BID SHEET -FISCAL YEAR 2024 -No. 2 HEATING OIL (2 of 3)

Bidders must submit pricing for approximately 313,313 gallons of NO. 2 HEATING OIL for FY24 (July 1, 2023 through June 30, 2024).

Guaranteed Price

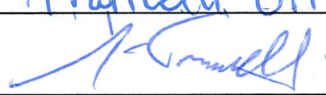
CMRPC is seeking a **markup per gallon price**. For the baseline price, we will use the New York Mercantile Exchange (NYMEX) price for New York Harbor. Remember you must include all taxes and fees in your bid. As an example, if the NYMEX price is \$2.50 per gallon and your markup is \$0.50 per gallon, you would indicate the NYMEX Price of \$2.50 per gallon, your markup per gallon of \$0.50 and the total price of \$3.00 per gallon. CMRPC will make the award to the lowest price vendor based on their markup price per gallon. Please also indicate a markup price for any winter blends.

Pricing information can be found here: <https://www.eia.gov/todayinenergy/prices.php>

NO. 2 HEATING OIL for FY2024. (July 1, 2023 through June 30, 2024)

New York Mercantile Exchange Price Per Gallon	2.36	\$ /gal.
VENDOR MARKUP PER GALLON *Basis for Award*	.55	\$ /gal.
Total Price Per Gallon	2.91	\$ /gal.

Note: Accounts that wish to be on "will call" delivery are subject to after hours fee of \$350 for any delivery requested during non business hours. Examples: nights, weekends, holidays Regular hours M-F 8AM-3PM.

Bidder's Name:	Franchelli Oil + Propane
Authorized Signature:	
Title:	President
Mailing Address:	239 Litchfield St. Leominster MA 01453
Fed. ID #:	04-2440016
Telephone:	978-537-3637

Date:	5/19/23
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ATTACHMENT A: BID SHEET -FISCAL YEAR 2024 -No. 2 HEATING OIL (3 of 3)

Winter Blend Pricing

Vendors are expected to recommend use of the winter blend when they believe gelling could be an issue. Bidders are asked to submit pricing for a Winter Blend as well as a complete description of its contents as part of the bid sheet.

WINTER BLEND Description	1 bottle of Fuel Flow per tank per delivery Larger Tanks may require more than 1 bottle
Vendor Markup Per Gallon	\$ 25. ⁰⁰ per bottle \$ /gal.

Maintenance and Service Pricing

Some towns also require maintenance and service of their tanks. Bidders are asked to submit pricing for their hourly rate charged for maintenance and service or attach a complete description of their services and pricing.

Maintenance and Service Description	n/a
Hourly Rate	\$ /gal.

ATTACHMENT B: COMPLIANCE CERTIFICATIONS

Certificate of Non-Collusion The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

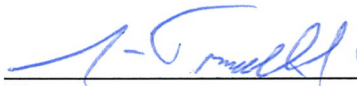
Non-Discrimination and Affirmative Action The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The CMRPC shall not be liable for any costs associated with the consultant's defense of claims of discrimination.

Public Contracts Debarment In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, United States Federal Government and/or the Towns. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Towns at any time during the period of the contract of prior or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the Towns, the contract will be cancelled and the award revoked.

Qualifications The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Tax Compliance Certification Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.



Signature

5/19/23

Date

Stephen Fracelli

Name of Person Signing Proposal

Fracelli Oil & Propane

Name of Business



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 Ext 20 Fax: (508) 797-0966
Heather Munroe, Town Administrator
hmunroe@townofpaxton.net

June 23, 2023

RE: Sole Source Justification – 24-06 VADAR

To Whom it May Concern:

As the Chief Procurement Officer for the Town of Paxton, in accordance with Chapter 30 B S 7, I declare that there is a need for a sole source procurement for procurement FY25-06 for Financial Software.

Contractor's Name:	VADAR Systems, Inc.
Contract Term:	July 1, 2023- June 30, 2026
Contract Amount:	\$33,902.47
Basis of Determination:	<i>The Town currently uses, and has used since transitioning from paper and pen approximately 20 years ago, VADAR, for our Town's financial accounting software platform. It would be cumbersome and cost prohibitive to change the Town's financial software.</i>

After a reasonable investigation, VADAR is the only potential bidder that offers this software and is therefore the only one practicable source for the required supply is VADAR.

Sincerely,

Heather M. Munroe
Town Administrator, CPO



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 Ext 20 Fax: (508) 797-0966
Heather Munroe, Town Administrator
hmunroe@townofpaxton.net

June 23, 2023

RE: Sole Source Justification – 24-07 VISION

To Whom it May Concern:

As the Chief Procurement Officer for the Town of Paxton, in accordance with Chapter 30 B S 7, I declare that there is a need for a sole source procurement for procurement FY25-07 for Assessing Software.

Contractor's Name:	VISION
Contract Term:	July 1, 2023-??
Contract Amount:	???
Basis of Determination:	<i>The Town currently uses, and has used for many years, VISION, for our Town's assessing software platform. It would be cumbersome and cost prohibitive to change the Town's financial software.</i>

After a reasonable investigation, VISION is the only potential bidder that offers this software and is therefore the only one practicable source for the required supply is VISION.

Sincerely,

Heather M. Munroe
Town Administrator, CPO

4.) New Business

Year End Transfers # 5 - June 20, 2023

FROM		Amount		TO	
1232-5200	EMS Purchase Serv	\$	3,300.00	1232-5103	EMS Compensation
1232-5400	EMS Supplies	\$	2,000.00	1232-5103	EMS Compensation
1210-5103	Police Compensation	\$	9,000.00	1210-5400	Police Supplies
1610-5200	Library Purch Serv	\$	1,190.00	1610-5400	Library supplies

Withdrawn after Fin Com Meeting on 6/23 by Library Director

\$ 15,490.00

Round V
AMOUNT

SB

Fin Com
6/21/2023
\$ 15,490.00



GENERAL TRANSFER REQUEST

The following is a request for a general transfer

Request #: FY23-__

- (1) Department making request: Fire
- (2) Amount of request: \$ 3,300.00
- (3) Transfer request

<u>FROM</u>	
Name:	<u>EMS Purch. Services</u>
Account #:	<u>1232-5200</u>
Balance:	<u>\$ 6,359.08</u>



<u>TO</u>	
Name:	<u>EMS Compensation</u>
Account #:	<u>232-5103</u>
Balance:	<u>\$ 37,900.00</u>

- (4) Reason for request:

Payroll shortfall due to 2 unexpected vacancies and the subsequent overtime incurred from backfilling those shifts in FY 23

Michael Pingitore

Digitally signed by Michael
Pingitore
Date: 2023.06.13 11:21:59 -04'00'

Fire Chief

6/13/23

Requestor's Signature

Requestor Title

Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.



GENERAL TRANSFER REQUEST

The following is a request for a general transfer

Request #: FY23-__

- (1) Department making request: Fire
- (2) Amount of request: \$ 2,000.00
- (3) Transfer request

<u>FROM</u>	
Name:	<u>EMS Supplies</u>
Account #:	<u>1232-5400</u>
Balance:	<u>\$ 4,623.70</u>



<u>TO</u>	
Name:	<u>EMS Compensation</u>
Account #:	<u>1232-5103</u>
Balance:	<u>\$ 37,900.17</u>

- (4) Reason for request:

Payroll shortfall due to 2 unexpected vacancies and subsequent overtime incurred from backfilling shifts in FY 23

Michael Pingitore

Digitally signed by Michael
Pingitore
Date: 2023.06.13 11:37:45 -04'00'

Fire Chief

6/13/23

Requestor's Signature

Requestor Title

Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.



GENERAL TRANSFER REQUEST

The following is a request for a general transfer

Request #: FY23-__

- (1) Department making request: POLICE
- (2) Amount of request: \$ 9,000.00
- (3) Transfer request

<u>FROM</u>			<u>TO</u>	
Name:	Compensaton		Name:	Supplies
Account #:	0100-1210-5103-0000		Account #:	0100-1210-5400-0000
Balance:	\$ 90,952.87		Balance:	-\$ 3,481.97

- (4) Reason for request:

Unanticipated cost of outfitting new officers due to turnovers and rising costs of supplies

Murk Sanet

Chief of Police

6/19/23

Requestor's Signature

Requestor Title

Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.



06.23.2023

TO: PAXTON SELECT BOARD

FROM: HEATHER M. MUNROE, TOWN ADMINISTRATOR

SUBJECT: INSPECTOR PAY & FEE SCHEDULE FY24

CC: DAVE CARL, SHERYL LOMBARDI

Overview

Mid June 2023, I met with Sheyrl, Dave and our plumbing/gas (Steve), and electrical (John) inspectors. We discussed there earlier request for an increase in pay, conversations Sheyrl and I had had about fee structure for the inspectors, and the Town's current fee schedule.

The current structure of the building department is that the plumbing and gas and electrical inspectors are under the building department and the Building Commissioner. One inspector is currently paid an annual stipend, paid in two halves and the other inspector is paid \$35 per inspection.

Inspector Pay

In order to provide fair compensation for our inspectors, including compensating them for their mileage and administrative time they expend to prepare and work on a permit off site, along with time spent for emergencies and town meetings, we have proposed an inspector pay policy to be effective July 1, 2023.

The increase will allow for both inspectors, and any alternates, to be paid a flat \$50 per inspection/visit. This will not only increase their pay(s) but also allow an easier way for us to track and budget.

Fee Schedule

In order to provide the Town with the opportunity to continue to make some revenue from these inspections, inspection fees need to be increased to offset the increase of the expense of the inspectors pay. Sheryl has studied area Town's schedules, worked with the inspectors, and provided a revised recommendation for FY24 that can best be summarized by adding \$25 per inspection for plumbing/gas and electrical permits.

Attachments

Attached to this memo are the following:

1. Draft Inspector Pay Policy
2. Survey of Communities Fee Schedule
3. FY23 Proposed Fee Schedules



INSPECTOR PAY

Applies to:	Inspectors
Select Board Original Adoption:	
Amended on:	--
Last Reviewed by the Select Board:	

1. Policy Statement

This policy covers how, when, and how much inspectors will be paid for inspections conducted. This policy is being implemented in order to fairly compensate inspectors for their time, allow for the inclusion of mileage and additional administrative time for each inspection, and allow for accuracy in future projections.

2. Definitions

Administrative: shall mean all work related to a permit, including, but not limited to reviewing the application, phone calls, emails, travel, and mileage.

Emergency: shall mean any time the Inspector is called in person to a site in Town for an inspection that is not related to a current permit.

Inspector/Employee: shall mean the Local Building Inspector, Gas/Plumbing Inspector, Electrical Inspector, and any/all alternates of such positions.

Inspection: shall mean any single on-site inspection/visit whether or not scheduled, a re-inspection, or an emergency basis.

Land Use Administrator: shall mean the person holding the position of Land Use Administrator, or any designee of such position.

Office Hours: shall mean the required attendance by an inspector at an in person/zoom meeting called by the Building Commissioner, Town Administrator, or designee.

3. Scope of Policy

This policy applies to all inspectors submitting for payment fee based on inspections conducted.

This policy does not apply to employees when submitting for mileage reimbursement to and from trainings, meetings, and conferences. Mileage for such activity shall be kept track of and submitted for approval in compliance with current Town practice/policy.

This policy shall take effect July 1, 2023. The policy shall be reviewed at least annually to ensure fair compensation.

Specifically, this policy applies to the: Local Building Inspector, Gas/Plumbing Inspector, Electrical Inspector, and any/all alternates of such positions.

4. Policy

Any employee who goes out on an inspection shall make note of such inspection on the Attachment 5.1, "Inspector Payment." Each inspection visit shall be marked separately. The total number of inspections in the month shall be calculated at the bottom of the form. The amount of \$50 per inspection will be the current rate of pay for inspections.

Emergency calls will be treated the same as an inspection, but for each hour the inspector is present will equate to a separate occasion and should be marked as a new item on the tracking sheet.

Administrative work is considered part of the inspectional process and is not compensated for outside of the flat rate of the inspection.

Office Hours are treated the same as an inspection, but one meeting will count only as one occasion.

All inspections shall be kept track of on a monthly basis. No later than the 10th of the following month, the form, signed by the employee, shall be submitted to the Town Services Coordinator. Upon receipt of the form, the Town Services Coordinator shall review the form for accuracy and process the form in the usual manner used for mileage reimbursement on the next available payroll warrant cycle.

5. Who is responsible for enforcing this policy?

The Town Services Coordinator is responsible to see that all appropriate paperwork is submitted in accordance with this policy and that paperwork is submitted on a timely basis.

6. Attachments

Attachment 6.1 is the Inspector Pay Form.

Attachment 6.1: Inspector Pay

Employee Name: _____

Position: _____

Month Covered: _____

#	Date	Address of Inspection	Code	#	Date	Address of Inspection	Code
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

Inspection Coding									
E	Evaluation	FT	Footings	NP	No Permit	R	Rough	FC	Fire Call
F	Final	FN	Foundation	NA	Not Applicable	RF	Rough Fail	T	Temporary
FF	Final Fail	IN	Insulation	O	Other	SC	Service Call	U	Underground
EM	Emergency Call	OH	Office Hours						

of Inspections X \$50 = TOTAL

X = \$

Employee Signature _____

Date _____

	PAXTON	RUTLAND	HOLDEN	STERLING	LEICESTER	Worcester	HUBBARDSTON	BARRE	PRINCETON	SPENCER	Ashburnham	Westminster
BUILDING FEES												
SFR 0-1000 sqft	500	625	950	10/1000	289+.15/sqft	12/1000	8/1000	100+.40/sqft	35+.007xvalue	6/1000	.75 p/sqft.	25+25/1000
SFR 1000-1500	550	703	950	10/1000	289+.15/sqft		8/1000	100+.40/sqft	35+.007xvalue	6/1000	.75 p/sqft.	25+25/1000
SFR 1501-2000	600	781	950	10/1000	289+.15/sqft		8/1000	100+.40/sqft	35+.007xvalue	6/1000	.75 p/sqft.	25+25/1000
SFR 2001-2500	650	859	950	10/1000	289+.15/sqft		8/1000	100+.40/sqft	35+.007xvalue	6/1000	.75 p/sqft.	25+25/1000
SFR 2501-3000	700	938	1275	10/1000	289+.15/sqft		8/1000	100+.40/sqft	35+.007xvalue	6/1000	.75 p/sqft.	25+25/1000
SFR 3001 +	50/500sqft	62.50/500sqft	1275	10/1000	289+.15/sqft		8/1000	100+.40/sqft	35+.007xvalue	6/1000	.75 p/sqft.	25+25/1000
min. fee	30	50	50	75						85	50	50
Commercial	5/1000	100 + 5/1000	7/1000	13.75/1000	525+.15/sqft		10/1000	500+7/1000	35+.008xvalue	7/1000	1.50 p/sqft.	25+25/1000
Additions	.50/sqft	7/1000	7/1000	10+10/1000	184+.15/sqft		8/1000	50+.40/sqft	35+.007xvalue	150/sf	.50 p/sqft.	25+.008/cost
Renov./Alter.	10/1000		7/1000	10+10/1000	105+.15/sqft		8/1000	50+.40/sqft	35+.007xvalue		1.50p/sqft.	25+.008/cost
1 car garage	50	62.5	65	10+10/1000	105+.15/sqft		8/1000	100+.40/sqft	40	65/sf	.50p/sqft	25+25/1000
2 car garage	75	125	130	10+10/1000	105+.15/sqft		8/1000	100+.40/sqft	40	65/sf	.50p/sqft	25+25/1000
3 car garage	100	187.5	195	10+10/1000	173+.15/sqft		8/1000	100+.40/sqft	40	65/sf	.50p/sqft	25+25/1000
Barn	50-75				131+.10/sqft					65/sf	50+.20/sqft	25+25/1000
Shed	50	50	150	10+10/1000	79+.15/sqft		8/1000		30	35/sf	50+.20/sqft	25+25/1000
Above grd pool	50	50	100	10+10/1000	79		50	50	95	85	50	50
in grd pool	75	50	150	10+10/1000	79		8/1000	100	130	135	100	100
Signs	35		75	110	42	135		50/100	25+35	90-125	70	35/70
Demo	50		75	75	42-105	5/1000	75	50	120	135	75	75
Solar Structure	35		65	10+10/1000	79						1% of cost	200
Deck	50		100	10+10/1000	105+.15/sqft						50+ .20p/sqft	25+25/1000
Wood/pellet st	30	50	65	10+10/1000	42	100	50	50	40	85	50	35
tent	30	35	35	50			50	50	35	30		50
dumpster	15											
Cert of Occ	50	50	25	25		100			.07xpermit fee	65	30	50
Cert of Compl	30		25									
Cert of Use		50				100						
Cell Tower			300		1575					250	1% of cost	
roof/siding	10/1000		65	10/1000	53-79		40-100	50	120	65	50+7/1000	25+25/1000
Reinsp.		50	50		50	100	50			85	50	25 min
No permit fine			250		250	500	double fee	double fee		250	dbl max 300	300 or dbl

	PAXTON	RUTLAND	HOLDEN	STERLING	LEICESTER	WORCESTER	HUBBARDSTON	BARRE	PRINCETON	SPENCER	Ashburnham	Westminster
ELECTRICAL												
new dwelling (2)	150	200	200	300	53 per	180	300	300	175	180	250/300/400	250
serv change	50	100	65	75	53	85		100	50	90	50 /meter	50/75
alt/repairs	50/55	50		75					65	115		50
burg. Alarms	50	50	50	75		85	100	100	50	90	50	50
fire alarms	50	50	50	75		85	100	100	50	115	50	50
additions (2)	100	100	100		53 per		200	200	65	115	100	50-150
temp service	50	50	65	75	53	110	100	100	50	90	50	50
abv grd pool	50	100	75	150	106 (2)	85	100	100	50	135	50	50
ingrd pool	55	150	75	150	106 (2)	85	100	100	80	135	100	75
septic wiring	50	50	50								50	50
oil burn/hwh	50	50	50	75		85			50	90	50	50
signs	50									115	50	
comm. wiring p/meter	60										1% cost	
air cond.	50	100	50	75						90		
sewer ejector pump	50	50	50								50	50
wiring not a dwelling												
60-100 amp	55	100	75		105		1% of contr	250	185		1% cost	1% cost
200-400	110		150		210							1% cost
401-600	220		175		263							1% cost
601 +	330		300+		315							1% cost
resid. Solar		200			106	250	.02/watt	.02/watt		115	100	150
PLUMBING												
new construction	75 per	100	225	75 +10/fix			216	100	100 + 5p/fix	115	125+10p/fix	160+5p/fix
per fixture										4.5	50	
repairs	50		125				103		50	65		80+5p/fix
HW		50	100				103	50		65	50	40
GAS												
inspection	75 per		75	75+10/fix			108	100	50		50 +10p/fix	80+5p/fix
new res. Dwelling			150		53 per				100 +5p/fix		60+10p/fix	80+5p/fix
fixture repl.		50 per	75 per		32 per					65		40
addntl fixture			10							11		
reinsp.		50	50			100	108	100	50	65	75	40

TOWN OF PAXTON

ELECTRICAL PERMIT FEES

Description

All Residential Inspections – New Dwellings (2 inspections) \$150
- Repairs (per inspection) \$75

All Commercial Inspections – New and Repairs (per inspection) \$100

Reinspection fee – Residential \$75
- Commercial \$100

Work without a permit fine – Double the permit fee

ELECTRICAL INSPECTOR JOHN REECE 774-535-1200

CALL MONDAY-FRIDAY 8AM-4PM, NO HOLIDAYS

PLEASE ALLOW A MINIMUM OF 72 HOURS FOR AN INSPECTION

FEES EFFECTIVE JULY 1, 2023

TOWN OF PAXTON

PLUMBING & GAS PERMIT FEES

PLUMBING

All Residential Plumbing Inspections – New Dwellings (2 inspections) \$200

- Repairs (per inspection) \$75

All Commercial Plumbing Inspections – New and Repairs (per inspection) \$150

Reinspection fee – Residential \$75

- Commercial \$100

GAS

All Residential Gas Inspections \$100 per inspection

All Commercial Gas Inspections \$150 per inspection

Reinspection fee – Residential \$100 per inspection

-Commercial \$150 per inspection

****Work without a plumbing and/or gas permit fine – Double the permit fee ****

PLUMBING & GAS INSPECTOR STEVEN GASPAR 508-882-3500

CALL MONDAY-FRIDAY 8AM-4PM, NO HOLIDAYS

PLEASE ALLOW A MINIMUM OF 72 HOURS FOR AN INSPECTION

FEES EFFECTIVE JULY 1, 2023

TOWN OF PAXTON

BUILDING PERMIT FEES

All Residential and Commercial Building Permits, otherwise noted below are as follows:

\$10 per \$1,000 value of construction cost, minimum \$50

Utility Shed \$50

Demolition only (not included with construction) \$75

Tent \$30

Signs \$50 per sign

Solid Fuel Fired Appliance (Wood, Pellet, Coal etc.) \$50

Dumpster \$20

Certificate of Occupancy or Use \$75

Reinspection fee, Residential and Commercial, \$75

****Work without a permit fine – Double the permit fee ****

Zoning Determination \$100

BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER

DAVID CARL 774-502-6092

CALL MONDAY-FRIDAY 8AM-4PM, NO HOLIDAYS

PLEASE ALLOW A MINIMUM OF 72 HOURS FOR AN INSPECTION

FEES EFFECTIVE JULY 1, 2023

TOWN OF PAXTON BUILDING PERMIT FEE SCHEDULE

DESCRIPTION	FEE
New Home	
0-1000sq ft	\$500
1000-1500 sq ft	\$550
1501-2000 sq ft	\$600
2001-2500 sq ft	\$650
2501-3000 sq ft	\$700
3001-	\$50 /500 sq ft
Commercial & Ind. Buildings	\$5 per one thousand value Minimum \$50
Additions	\$00.50/sq ft Minimum \$50
Renovations & Alterations	\$10 per one thousand value Minimum \$30
1 Car Garage	\$50
2 Car Garages	\$75
+ 2 Car Garages	\$100 minimum or \$25 per stall
1 floor up to 240sf Barn	\$50
2 floors up to 480sf Barn	\$75
Larger than 12x20	\$00.125/sq ft
Utility Sheds over 120sf 250 sq ft	\$50
Screen House	\$35
In Ground Pool	\$75
Above Ground Pool	\$50
Signs	\$35
Demolitions (Domestic)	\$50
Demolitions (Commercial)	\$100
Solar Structures	\$35
Porches - Open and Existing	\$30
Porches - Open and New	\$50
Enclosed	\$50
Deck	\$50
Greenhouse	\$30
Wood Stove	\$30
Chimney	\$30
Com. Tower & Wind Generator & Base	\$2.50/sq ft Base - \$30
Siding/Roofing/Pergola/Replacement Windows and Satellite Dishes	\$10 per thousand value
User Occupancy	\$50
Cert of Occupancy	\$50
Re-inspections	\$30
Other Inspections	\$30
Dumpster Fee	\$15
Copy Fee/Filing Fee	\$15

*Need gazebo
sunroom*

\$25 fee for zoning application/approval

REVISED DECEMBER 16, 2003

Cert of completion \$30

Tent \$30 > 400 sq ft. only \$50 for 700 sq ft. mult. tents

**TOWN OF PAXTON
697 PLEASANT STREET
PAXTON, MA 01612**

ELECTRICAL PERMIT FEES

Description

New Dwelling (2 Inspections)	\$150.00
Existing Dwelling Service Change	\$50.00
Alterations/Repairs	
Up to 10 Outlets	\$50.00
More than 10 Outlets	\$55.00
Burgular Alarms	\$50.00
Fire only Alarms	\$50.00
Additions (2 Inspections)	\$100.00
Temporary Service	\$50.00
Re-inspection fee	\$50.00
Aboveground Pools	\$50.00
Inground Pools	\$55.00
Septic Wiring	\$50.00
Oil Burners - Hot Water Heaters	\$50.00
Wiring in Buildings Other Than Dwelling	
60 to 100 amp	\$55.00
200 to 400 amp	\$110.00
401 to 600 amp	\$220.00
601 amp and over	\$330.00
Building Maintenance per year	\$50.00
Signs/Billboard etc.	\$50.00
Commerical Wiring - Per Meter	\$60.00
Each Additional Inspection of Work	\$50.00
Air Conditioning	\$50.00
Sewer Ejector Pump	\$50.00

**ELECTRICAL INSPECTOR JOHN REECE 774-535-1200
CALL MONDAY TO FRIDAY 8AM TO 4PM (NO HOLIDAY)
PLEASE ALLOW A MINIMUM OF 72 BUSINESS HOURS FOR AN INSPECTION**

Updated rates effective as of February 1, 2018



Town of Paxton

BOARD OF HEALTH

697 Pleasant Street,

Paxton, MA 01612

(508) 753-2803 X11 Fax: (508) 797-0966

Email: slombardi@townofpaxton.net

Board of Health Fees (effective March 1, 2020)

Plumbing Permits-New Const.	\$75.00 per inspection
“ “ - Repairs	\$50.00 “ “
Gasfitting Permit	\$75.00 per inspection
Septic Installer License	\$125.00 per year
Percolation Testing	\$250 per test (new or repair)
Septic Plan Review/Permit	\$250, new or repair (includes review of plan, inspections and review of As-built plan)
Septic Component Repair	\$100 (tank or d-box replacement)
Septic Plan Extension	\$100
Food Establishment Permit	\$100 (includes two annual inspections)
Milk/Cream Permit	\$10
Frozen Dessert Permit	\$10
Farmers' Market vendor food permits	\$50
Temporary food permits	\$25, including non-profits
Camp Permits per insp.	\$50
Swimming Pool Permit	\$100
Tobacco Permits	\$100
Private Water Well Permit	\$100

Fees not listed are a minimum of \$50.00

Donna Graf-Parsons

To: Jeffrey Gibbs
Subject: RE: Paxton Days

From: Jeffrey Gibbs <jeffreygibbs@gibbsrealtyinc.com>
Sent: Sunday, June 18, 2023 6:14 PM
To: Donna Graf-Parsons <dparsons@townofpaxton.net>
Subject: Re: Paxton Days

Caution! This message was sent from outside your organization.

Hi Donna,

Great job with pulling Saturday's event together regardless of the weather. We appreciate all the effort that went into creating it. We did draw a Paxton resident winner for the \$50 Gift Card to Ten West Market and we also collected \$96 to be donated to the Paxton Center School PTO. Could you let me know who that money should be sent to?

As a reminder if Paxton decides to create Welcome signs to Paxton Gibbs Realty will commit to sponsoring 2 signs which will hopefully get more to participate.

Thanks again for a great event and allowing us to participate.

Jeff
508-813-6525

5.) Old Business

2024 Appointments

POSITION	NAME	APPOINTED	Fiscal year
Town Administrator	Heather Munroe	3 Year	2024
Care of Clock	Bruce Cheney	1 Year	2024
Board of Appeals NB terms go with the position not the person Full members 5 Years, Associate members 3 Years	Richard Grensavitch Paul Robinson (4 year to correct cycle) Forest Smith Roberta Brien Robert Birkbeck (3year term 2026) VACANT , alt member VACANT , alt member VACANT, alt member	5 Years	2028 2028 2025 2024 2026 2025 2028 2024
Council on Aging	Anita Fenton, Chair Robert Callahan VACANT James Putnam Curtis Hammar Joan Bedard Kathryn Mahoney Donmarie Desrosiers-Sespaniak Francis LaFlash Robert Lamotte, Assc Mark Ahearn, Assc	3 Years	2025 2026 2026 2024 2024 2024 2026 2025 2025 2025 2026
Veteran's Agent	Jeffrey Kent	1 Year	2024
Veteran's Grave Officer	Jeffrey Kent	1 Year	2024
Inspector of Wires	John Reece John Slabich, Assistant	1 Year	2024 2024
Building Commissioner	David Carl Richard Travers, Local Inspector	1 Year 1 Year	2024 2024
Local Superintendent of Insect Pest Control	James Robert	1 Year	2024
Conservation Commission	Jason Lambert Michael Voorhis James Robert VACANT Robert Ferguson Donmarie Desrosiers-Sespaniak James Lacasse Holly Robert, Assc. VACANT, Assc.	3 Years	2024 2025 2026 2024 2025 2026 2025 2025 2026
Historical Commission	Anita Fenton Pamela Hair Donna Odorski-Maclean Richard Fenton Dante Zamarro Donmarie Desrosiers-Sespaniak Mark Blackmer	3 Years	2025 2024 2024 2026 2026 2026 2024
ADA Coordinator	Heather Munroe	1 Year	2024
Town Counsel / Labor Counsel	Mirick O'Connell	1 Year	2024
Sexual Harassment Officer	Heather Munroe	1 Year	2024
Board of Registrars (Appointment done each year by April 1 st)	Jennifer Bridgers Scott Dziewietin David Stoica	3 Years	3/31/2026 3/31/2025 3/31/2024
Measurer of Wood, Bark, Field Drivers, Fence Viewers	Donmarie Desrosiers-Sespaniak	1 Year	2024
Hazardous Waste Coor	Michael Pingitore	1 Year	2024
Agents for License Comm	Donna Graf-Parsons	1 Year	2024

2024 Appointments

Central MA Reg Plan Comm	Neil Bagdis Alt. Sheryl Lombardi	1 Year 1 Year	2024 2024
Cultural Council (3-year term with a 2-term max of 6 years)	Anita Fenton Kerrie Flynn Patricia Wheeler appt 8/30/21 Larry Spongberg Mark Blackmer Kristin Steinmetz	3 Years	2024 2025 2025 2026 2025 2026
Capital Improvement Committee	Heather Munroe, town Mark Love, finance Forrest Smith, public Kateri Clute, assessor Neil Bagdis, public VACANT, public David Bloom, public	3 Year	2025 2024 2024 2024 2024 2025 2026
Anna Maria Scholarship Committee	Kerrie Flynn Jack Malone Catherine Frasco	1 Year	2024
Insurance Advisory Committee	Donna Couture, town treasurer Pam Chenevert, library Cherie Kerxhali, light Donna Graf-Parsons, town hall Eva Ryan, police Michael Pingitore, fire Peter DeFlorio, dpw Deirdre Malone, retiree	1 Year	2024
Cable & Communications Committee	Scott Wilson Nick Powlovich, Chair Heather Munroe VACANT	1 Year	2024
Scenic Byway Committee	Anita Fenton Paul Robinson VACANT	1 Year	2024
Town Hall Renovation Committee	Chris Stone Jay Gallant Paul Robinson Roberta Brien	1 Year	2024
Local Historic District Commission	Paul Robinson Jay Gallant Donna Odorski-MacLean Chris Isperduli Anita Fenton	1 Year	2024
<i>Town Buildings Needs Study Committee</i>	Jay Gallant Paul Robinson VACANT VACANT	1 Year	2024
<i>Liaison to State Ethics Commission</i>	Heather Munroe	1 Year	2024
<i>Sale of Town Owned Property</i>	Heather Munroe Travis Thibault Donna Couture Kateri Clute, ex officio	1 Year	2024
<i>Paxton Days Committee</i>	Donna Graf-Parsons Anita Fenton Kathy Card Robert Wilby	1 Year	2024

2024 Appointments

<i>DPW Building Committee</i>	Robert Wilby Emerson Wheeler Heather Munroe, ex officio Travis Thibault, ex officio Mike Pingitore, ex officio Kirk Huehls	1 Year	2024
<i>Parking Clerk</i>	Donna Couture	3 years	2025
<i>Municipal Hearing Officer</i>	Richard Bedard	1 Year	2024
<i>Economic Development Committee</i>	Savvas Kosmidis Darlene Walsh Mike Roberts Caitlyn Cournoyer Lisa Davenock Alexia Kodra VACANT Jeremy Richard – Fin Com rep Heather Munroe – TA	1 Year	2024

Town Administrators FY2024 Appointments

POSITION	NAME	APPOINTED	
Executive Asst. to BOS & Town Administrator	Donna Graf-Parsons	3 Year	2023
Town Accountant	Larissa Kennedy	3 Years	2023
Town Services Coordinator	Sheryl Lombardi	3 Year	2023
Town Treasurer	Donna Couture	3 Year	2023
Town Clerk	Laurie Becker	3 Year	2023
Record Access Officer	Eva Ryan Laurie Becker	3 Year	2023
Director of Public Works	Travis Thibault	3 Year	2024
Fire Chief	Michael Pingitore	5 Year	2029
Police Chief	Mark Savasta	3 Year	2025
Lieutenant	Guy Bibeau	3 years	2025
Sergeants	William Recos Forest Thorpe III James Duggan	3 year	2025
Detective	David Keller Jason Silvestri	3 years	2025
Patrolmen	Edward Santiago Paul Riley Timothy Larkham Jacob Moisio Jonathan Sturgis	3 Years	2025
Reserve Officer	John Jovan Mark Belliveau Scott Mc Millan Matthew Seymour	3 Years	2025
Public Safety Officers	David Warren Shawn David Dylan Havey	3 Years	2025

SELECTMEN LIAISON ASSIGNMENTS FY 2024

<u>Julia N. Pingitore</u>	<u>Kirk Huehls</u>	<u>Carol L. Riches</u>
<u>Chairman</u>	<u>Vice-Chairman</u>	<u>Clerk</u>
Police Department	Highway Department	Fire Department / Emergency Manager
Town Counsel	Building Department /Inspectors	Historic District Commission
Wachusett Regional School District/Bay Path Vocational High School	Planning Board	Conservation Commission
Representative & Senators	Water Board	Recreation Commission
Town Hall Personnel	Communication & Cable Committee	Capital Improvement Committee
Board of Health / Hazardous Waste	Central Mass Regional Planning	Finance Committee
Paxton Center School Council	Cemetery Commission	Council on Aging
Assessors	Zoning Board of Appeals	Library
Light Department	Economic Development Committee	Historical Commission
Anna Maria College		Town Hall Renovation Committee

Appointment

Elected



PUBLIC COMMENT POLICY – SELECT BOARD MEETINGS

Applies to:	Select Board Meetings
Select Board Original Adoption:	
Amended on:	--
Last Reviewed by the Select Board:	--

1.0 Policy Statement

To offer residents the opportunity to provide public comments during Select Board Meetings on matters within the scope of the Board's Authority.

2.0 Reason for the Policy

The Paxton Select Board encourages all residents to attend its meetings and welcomes their views on matters within the Board's jurisdiction whether expressed in person, by phone or by written communication. Civility is encouraged when addressing the Board during Public Comment.

3.0 Scope of Policy

All regular and special meetings of the Select Board shall be open to the public and shall conform to the Open Meeting Law of the Commonwealth of Massachusetts (M.G.L Ch. 30A, §20). The public shall be precluded from attending an executive session meeting of the Select Board for reasons pursuant to M.G.L Ch. 30A §21.

4.0 Who does this policy apply to?

Anyone who is attending, whether in person or virtually, a Paxton Select Board meeting.

5.0 Who is responsible for enforcing this policy?

The Chair of the Paxton Select Board is the designated individual who presides over the meetings.

6.0 Policy

6.1 Responsibility of Select Board Chair

Pursuant to M.G.L Ch. 30A §20(g), no person shall address a meeting of a public body without permission of the Chair, and all persons shall, at the request of the Chair, be silent.

The Chair shall have the right to rule a person out of order if said person:

- Speaks out of order;
- Engages in other disorderly conduct during a meeting; and/or

- Attempts to address a matter that is not within the public body's scope of authority and responsibility.

6.2 Procedure for General Public Comments

- 6.2.1** Public comment will occur at each business meeting held in open session after the agenda section Select Board Correspondence, except as otherwise determined by the Chair. Public comment shall not be included in meetings that include open session only for voting to enter executive session or at board workshops. The public comment period shall not address matters related to public hearings included on the Board's agenda.
- 6.2.2** A speaker or group/ organization will be allowed to offer public comment once per meeting and shall be limited to speaking once per month on the same topic. The order of speakers will be randomly assigned by staff prior to the meeting.
- 6.2.3** The public comment period is not to exceed 15 minutes to allow the Board to complete its required business in a timely manner. Comments will be limited to 3 minutes per person/group, allowing a maximum of 5 speakers per meeting. Verbal comments will be curtailed by the Chair once they exceed the time limits.
- 6.2.4** There will be a limit of two speakers from a group or organization whose members wish to speak on the same topic. Group members are encouraged to consolidate their remarks and/or select a spokesperson to comment during the public comment period.
- 6.2.5** Speakers will begin their remarks by stating their first and last name, address, and affiliation (group, organization, etc.) for the record. All remarks will be addressed through the Chair of the meeting.
- 6.2.6** Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodations for a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material.
- 6.2.7** The Chair reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct.
- 6.2.8** Written comments may be presented to the Board of Selectmen before or after the meeting for review and consideration by members of the Board

at an appropriate time. Written comments shall include the individuals first and last name and address.

6.3 Response to Public Comments

- 6.3.1** Upon closing of the General Public Comment period, further public comments shall not be heard.
- 6.3.2** The Public Comment Period is not a time that any individual or group may question any member of the Board of Selectmen concerning a particular course of action pending or upcoming. This time will not be used for any debates by an individual or group concerning the Board's previous actions and decisions or pending and upcoming matters. The Select Board will generally listen rather than respond to comments, except under extenuating circumstances and only if the Chair permits.
- 6.3.3** Public comments related to repairs, maintenance, safety issues or general information will be referred to the appropriate department through the Town Administrator.

8.) Town Administrator Update

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

June 26, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

CIPC – There is one opening for the Capital Improvements Planning Committee. This position is appointed by the Select Board. Please see the [Town's website](#) for more information.

Planning Board – There is one opening for the Planning Board. This position is elected, but vacancies are filled by a joint vote of the Planning Board and Select Board until the next annual election in May. Please see the [Town's website](#) for more information.

[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.

Police Bike Rodeo – This event was postponed from June 17th due to rain and will be rescheduled for some time in July.

Summer Music Series – Join Paxton Recreation as they host the Summer Music series on Thursday evenings at the Paxton Bandstand from 6:30 PM to 8:30 PM starting on July 13th. This year's line up is sponsored by the Mass Cultural Council and Country Bank. Please note that in the event of inclement weather, the evenings performance will be cancelled.

July 13 th	The Midnight Riders www.facebook.com/themidnightridersbandma
July 20 th	Donna Lee and the Crooked Ledge Band https://www.donnaleeentertainment.com/
July 27 th	Paul Courchaine https://www.facebook.com/paulcourchainemusic/
Aug 3 rd	ASB Band www.ambientsojourn.com
Aug 10 th	Petty Larceny Band www.petty-larceny-band.com

Aug 17th

Paxton Crossing

<https://www.facebook.com/PaxtonCrossing>

DEPARTMENTAL UPDATES

Accountant

July 15th is the cutoff for all FY23 expenses, including encumbrances and year-end transfers. Any revenues that are received and deposited after June 30th will be counted towards FY24 revenues.

COA

The COA will be kicking off the summer with a cookout hosted by the Fire Department. The summer programs tend to slow down a bit over the warmer months. Outreach is steady and the van is up and providing service.

DPW

DPW finished paving Forestdale, Orchard, and Glendale neighborhoods. They are now working on berms and driveway edges for those projects.

West Street project engineering is complete. The goal is to replace all water and stormwater drains 122 to Moore State Park. The DPW submitted grants from Community One Stop with an estimated cost for the project from \$6 to \$7 million.

IT

The Town will be completing the implementation of multi-factor authentication for all town employees using Office 365 by month's end.

Land Use

The Building Department (Building, Plumbing, Gas, and Electrical) has proposed an increase in fees for FY24 to cover the cost of the services to the Town as well as to allow for more comparable compensation for the inspectors.

The Planning Board and ZBA will be busy as Anna Maria has filed their project for a new baseball and appurtenant structures.

Land use will work to revise the Solar Applications to inform residents that they are required to have preapproval of the PMLP prior to applying. In addition, there is currently no available solar capacity.

Library

The Library will be launching their Summer Reading Program – “Find Your Voice.” The Library Director, Pam, applied for and received a \$20k grant from the American Library Association for the purposes of creating a sensory room, sensory programs

for children. As part of the process, the library will host conversations with families of children with disabilities, and with interested stakeholders. Community members will help us solidify our vision of a sensory room into fully-realized space that meets their needs. We will invite interested community members to engage with us in conversations about the sensory needs of their families. The library and the ALA fully expect the initial idea to evolve with the input of the community, and we embrace that opportunity

Light

The PMLP has been installing meters and working on installing a battery backup at the substation.

Recreation

Recreation completed, along with other contributors including Donna Parsons, a successful Paxton Days which they were able to secure the PSC Gym to avoid the rain. Summer Jam happened on June 18th. The School Year ended last week and Summer Camp begins on Monday, June 26th.

Town Clerk

The Special Primary and State Elections for Anne Gobi's seats have been scheduled for Tuesday, October 10th and Tuesday, November 7th. The Clerk is looking to have all voters enter and exit through the side doors at the gym.

FINANCES

Grants

Applied for Grants Update:

Community One Stop – On the Town's behalf, Tata & Howard, our consultants, applied for the Mass Works amongst a myriad of other available grants under the States Community One Stop Program for West Street. We do not expect to have a response until October.

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.

Libraries Transforming Communities: Accessible Small and Rural Communities, Richards Memorial Library will receive grant funding in the

amount \$20,000. Our overarching goal is to engage the community with a children's sensory room, which will offer a calming and appropriately engaging environment in the library adjacent to our preschool room. The sensory room will also expand the usable space of the library, by utilizing existing space. The intended audience for our sensory room includes "high needs" children, children with Sensory Processing Disorder (SPD), children with disabilities, and any child in the community in need of a sensory and calming space.

Active/Status Update:

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.

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

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 – The unofficial working group will be meeting next week with CMRPC to get the zoning bylaw rewrite project, funded by earmark, up and running.

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.

Procurement:

Complete:

Line Painting FY24 – We received the following bids for Line Painting.

<u>Company Name</u>	<u>4" solid dbl yellow center line</u>	<u>4" solid white side fog line</u>	<u>"SCHOOL" stencil hand work</u>	<u>Blue handicapper marking</u>	<u>90 degree arrows</u>	<u>Fuel charge</u>	<u>Any other charges</u>	<u>Total</u>
Pro Finish Liners Corp	\$10,969.34	\$4,468.23	\$100.00	\$600.00	\$140.00	\$250.00	Traffic control \$1,000.00	\$17527.57
Markings Inc	\$14,307.84	\$5,828.13	\$99.00	\$834.00	\$157.00	0	0	\$21,225.97
K5 Corporation	\$13,512.96	\$5,763.37	\$120.00	\$600.00	\$116.00	0	0	\$20,112.33

Paving Contracts FY24 – The IFB for the FY24 paving contract received bids from seven companies.

<u>Company</u>	<u>Bituminous concrete (item #1) Per ton</u>	<u>Full Depth Pavement Reclamation (item #2) Pre square yard</u>
PJ Albert	\$86.25	\$3.90
Mass Broken	\$80.48	N/A
Murray Paving	N/A	\$3.09
All States Construction	N/A	\$3.74
Lazaro Paving	\$90.00	\$4.00
Garrity Asphalt	N/A	\$4.96
PJ Keating	\$97.00	N/A

IT Services FY24 – The solicitation for quotes for FY24 IT contracted services has been issued to at four vendors and responses are due back Friday, June 23rd at 4 pm.

Tivnan Field Lights – Bids have been received and came in higher than anticipated, with the lowest by around \$173k and the highest at \$290k. The Recreation Board is discussing their options in a few weeks.

To do:

- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Town Common area drainage
- ✓ Well Pump - Recreation

JOB OPENINGS

Police Officer – There is one opening for a police officer.

Municipal Custodian – The position for Municipal Custodian has been advertised in the Landmark, the Town's website, and Indeed.com. This is the position for a new part-time 19-hour per week custodian for FY24 for the Town Hall, Public Safety, COA, and DPW buildings. We hope to have a person hired by the end of July, if not sooner.