



# TOWN OF PAXTON

## SELECT BOARD MEETING Wednesday, October 25, 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.	<b>OPEN MEETING - Executive Session to follow regular meeting agenda items</b>
2.	<b>UPDATE FROM TOWN COMMITTEES/BOARDS /DEPARTMENTS</b>
7:00PM	1.Vote on the intent to lay out public way for Olivia Knoll. 2.Interview with Charles Blanchard in regard to the Interim Town Administers position. 3.Interview with Ross Perry in regard to the Interim Town Administrator position.
3.	<b>CONSENT ITEMS</b>
8:00PM	1.Approve the meeting minutes from the Regular Meeting held on October 10,2023 2.Approve the meeting minutes from the Regular Meeting held on October 13,2023 3. Approve the meeting minutes from the Executive Meeting held on October 10,2023 4.Appoint a member of the CIPC to the DPW Building Committee if designated by CIPC on 10/25/2023. 5. Sign the warrant for the 2023 Special State Election to be held on November 7, 2023. 6.Review disclosure of special municipal employee of financial interest in a municipal contract for Diane McMorrow with the Recreation Committee as required by G.L. c. 268A Sec 20(d).
4.	<b>NEW BUSINESS</b>
8:05PM	1.Review request from the Capital Improvement Planning Committees to hold their meetings in the training room at the Public Safety Complex. 2.FY24 first quarter review. 3. Approve the renewal rates for the retiree's health insurance for the calendar year 2024. 4.Review warrant articles for the Special Town Meeting to be held on November 20, 2023. 5.Close the warrant for the Special Town Meeting to be held on November 20, 2023.
5.	<b>OLD BUSINESS</b>
6.	<b>SELECTBOARD CORRESPONDENCE</b>
7.	<b>TOWN ADMINISTRATOR'S REPORT</b>
8.	<b>PUBLIC COMMENT</b>
	<b>EXECUTIVE SESSION</b>
8:45PM	1. To conduct strategy session for negotiation with non-union personnel being the Police Lieutenant MGL Chapter 30A, Sec. 21 (2). 2. To conduct strategy with respect to collective bargaining for the Police Union. MGL Chapter 30A, Sec. 21 (3).
9.	<b>ADJOURN</b>

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



# TOWN OF PAXTON

Julia N. Pingitore, Chairman  
Kirk R. Huehls, Vice Chair  
Carol L. Riches, Clerk

**OFFICE OF THE SELECT BOARD**  
697 Pleasant Street, Paxton, MA 01612  
Phone (508) 754-7638  
Fax (508) 797-0966

Heather M. Munroe  
Town Administrator

Donna Graf-Parsons  
Executive Assistant

## NOTICE OF LAYOUT OF STREETS

*Olivia Knoll*

Notice is hereby given that at a meeting of the Board of Selectmen of the Town of Paxton on October 10, 2023, a vote was adopted by the Selectmen indicating their intention to lay out the following as public ways:

Clark Realty Development Corp. of 84 Coderre Road Boylston, Worcester County, Massachusetts, for good and adequate consideration grant to the Town of Paxton, a municipal corporation in Massachusetts, the perpetual rights and easements to construct, inspect, repair, replace, operate and forever maintain systems of water mains, storm drainage and appurtenances thereto, and to do all acts incidental thereto, in, through under the following described land:

Appearing on the plan entitled: Definitive Subdivision Plan in Paxton, Massachusetts Spaulding Woods Subdivision", dated September 27, 2011, prepared by Quinn Engineering, Inc., and recorded with the Worcester District Registry of Deeds in Plan Book 898, Plan 113.

And for the consideration aforesaid, in said grantor does hereby give, grant, transfer and deliver unto the Town of Paxton all water distribution, sanitary and storm drainage systems including related easements, and all appurtenances thereto that are now or hereafter constructed or installed in, through or under the above-described land by the grantor and the grantor's successors and assigns.

The grantor warrants that the aforesaid easements are free and clear of all liens or encumbrances, that it has good title to transfer the same, and that it will defend the same against claims of all persons.

For the grantors title see deed from Robert P. Clark and Raymond Daly dated July 17, 2014, and recorded in the Worcester District Registry of Deeds Book 52580 Page 371.

All the above ways located in the Spaulding Woods Subdivision, Paxton, Massachusetts, are shown on said Acceptance Plan and on file at the office of the Town Clerk.

The meeting to lay out these ways will be held on October 25, 2023, at 7PM in the training room of the Paxton Public Safety Complex. This meeting is a prerequisite to acceptance of your street at the Special Town Meeting.

PAXTON BOARD OF SELECTMEN





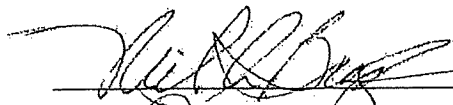
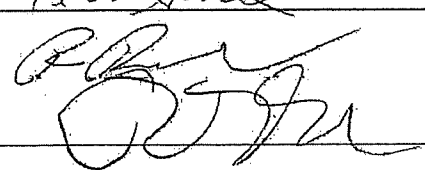
**Town of Paxton**  
**PAXTON PLANNING BOARD**

To: Board of Selectmen

From: Paxton Planning Board

Re: Olivia Knoll Road Acceptance

Let it be known that this letter will serve as notice that the Paxton Planning Board has approved the completion of the roadways on the above named subdivision and recommends that it be placed on the Town Warrant for road acceptance.

  
\_\_\_\_\_  
Peter Schuch  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning Board Members.

Date October 16, 2023



# TOWN OF PAXTON

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Kirk R. Huehls, Vice Chair  
Carol L. Riches, Clerk

**OFFICE OF THE SELECT BOARD**  
697 Pleasant Street, Paxton, MA 01612  
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Heather M. Munroe  
Town Administrator

Donna Graf-Parsons  
Executive Assistant

TO: Neil Bagdis, Chair, Paxton Planning Board  
Clark Mott Development

FROM: Heather Munroe, Town Administrator

DATE: October 17, 2023

SUBJECT: Layout of Way – Olivia Knoll

Please be advised that at its meeting on October 10, 2023, the Board of Selectmen voted its intention to lay out Olivia Knoll as a public way at the meeting of the Board scheduled for October 25, 2023<sup>1</sup>. The Board of Selectmen directed that street layout plans of the way be filed with the office of the Town Clerk. It is intended that Olivia Knoll will be proposed for acceptance as a public way at the Special Town Meeting on November 20, 2023.

The Board also voted to refer the proposed laying out of the way to the Planning Board for a report, in accordance with M.G.L. Chapter 41, Section 81I. The Board of Selectmen is in receipt of the Planning Board's report dated October 16, 2023, recommending that Olivia Knoll be accepted as a public way.

Notice of the Board's intention to lay out Olivia Knoll as a public way is hereby provided to the owner of the way. Please contact me if you have any questions concerning this matter.

Very truly yours,

Heather Munroe,  
Town Administrator

cc: Board of Selectmen  
Town Clerk



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## RECORD OF VOTE

*Olivia Knoll*

A true copy of the vote taken at a duly called public meeting of the Paxton Board of Selectmen on October 25, 2023.

On a motion by \_\_\_\_\_ seconded by \_\_\_\_\_, the following vote was approved 3-0:

VOTE: That the Board of Selectmen of the Town of Paxton lay out the following way as a public way:

Clark Realty Development Corp. of 84 Coderre Road Boylston, Worcester County, Massachusetts, for good and adequate consideration grant to the Town of Paxton, a municipal corporation in Massachusetts, the perpetual rights and easements to construct, inspect, repair, replace, operate and forever maintain systems of water mains, storm drainage and appurtenances thereto, and to do all acts incidental thereto, in, through under the following described land:

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Said Street Acceptance Plan being on file with the Office of the Town Clerk.

*DATE: October 25, 2023*

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Julia N. Pingitore, Chair  
Board of Selectmen

## CHARLES T. BLANCHARD

### Objective

To produce consumer satisfaction with local government.

### Municipal Management Experience

Town of Southbridge, Massachusetts

*Population 17,600*

*Annual Budget \$70 million*

*Town Council – Town Manager Form of Government*

Interim Town Manager – March, 2023 to September, 2023

Significant accomplishments:

- Prepared and gained approval for the FY24 Budget with no one remaining on the Finance Team who had participated in the preparation of prior Annual Budgets.
- Negotiated an agreement with Casella Waste Systems for Town-wide Curbside Trash and Recycling Collection and Disposal.
- Negotiated the lease renewal for the Registry of Motor Vehicles in Southbridge.

Town of Williamstown, Massachusetts

*Population 7,900*

*Annual Budget \$28 million*

*Open Town Meeting, Select Board Form of Government*

Interim Town Manager – May, 2021 to June, 2022

Significant accomplishments:

- A lawsuit brought by a disgruntled sergeant in September, 2020 claiming long term racial and sexual discrimination by the Williamstown Police Department led to the resignations of the Chief of Police in December and then the Town Manager in April, 2021, creating turmoil within the community and a serious morale problem with all Town employees. I brought in a Special Town Counsel to help resolve this and was able to restore stability and confidence in the WPD. The interim Chief I selected is now the permanent Chief of Police and the department



- will soon achieve full Accreditation.
- Negotiated first three-year Collective Bargaining Agreement with Police Association after several years of annual contract renewals.
- Coordinated the purchase of town streetlights from National Grid, the procurement of materials and the selection of a contractor to install the new lights and controls.
- Prepared the FY23 Budget that included the creation of the position of Finance Director, an IT Specialist position and a comprehensive Wage and Classification Study.
- Worked with Adams, MA Town Administrator and North Adams, MA Mayor to obtain grant for shared Human Resource Director.

## Town of Palmer, Massachusetts

*Population 12,500*

*Annual Budget \$38 million*

*Town Council – Town Manager Form of Government*

### Town Manager – January, 2012 to June, 2019

#### Significant accomplishments:

- The passage of a debt exclusion and the construction of a new Police Headquarters
- The major renovation of the Town Administration Building
- The restoration of the Town's administrative support staff to full-time positions with benefits after substantial budget cuts were made in 2010
- The improvement in the Town's financial condition to allow the establishment of an annual Capital Improvement Plan and the build-up of reserve funds to levels within the range recommended by the Division of Local Services

### Interim Town Manager – July, 2011 to January, 2012

#### Significant accomplishments:

- Filled Town Accountant and DPW Director positions vacant due to retirements.
- Managed clean-up of major tree damage from 2011 Halloween Snow and Ice Storm.

## Town of Paxton, Massachusetts

*Population 4,800*

*Annual Budget \$12 million*

*Open Town Meeting, Board of Selectmen Form of Government*

- will soon achieve full Accreditation.
- Negotiated first three-year Collective Bargaining Agreement with Police Association after several years of annual contract renewals.
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### Interim Town Manager – July, 2011 to January, 2012

#### Significant accomplishments:

- Filled Town Accountant and DPW Director positions vacant due to retirements.
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## Town of Paxton, Massachusetts

*Population 4,800*

*Annual Budget \$12 million*

*Open Town Meeting, Board of Selectmen Form of Government*

## Town Administrator – March, 2005 to December, 2010

### Significant Accomplishments:

- As Paxton's first Town Administrator I was able to firmly establish this position by demonstrating its value to the Town's governing bodies, department managers, town employees and the residents of the community.
- The passage of a debt exclusion and the construction of the Paxton Public Safety Complex.
- Managed the cost-effective clean-up of the major tree damage from the December, 2008 Ice Storm.

### Additional Municipal Experience

Sturbridge Board of Selectmen, 1987-1994 and 1995-2005

Sturbridge Water and Sewer Commission, 1975-1988

Sturbridge Planning Board – 2011 to present

Sturbridge Historical Commission – 2019 to present

### Business Experience

Montgomery Wholesale Florist, Inc. Hadley, Northborough, Boston, Enfield CT  
President 1993-2005

Chase Precast Corporation North Brookfield, MA  
Executive Vice President and Chief Operating Officer 1987-1992

CPC Engineering Corporation Sturbridge, MA  
Manager, Environmental Products Div. 1976-1987, Manager Pneumatic Ejector Div.  
1972-1976

### Engineering Positions

Chandler Evans Control Systems, West Hartford, CT 1967-1970  
Bay State Abrasives, Westborough, MA 1970-1971  
CPC Engineering Corp., Sturbridge, MA 1971-1972

### Education

Worcester Polytechnic Institute – B.S. Mechanical Engineering  
Graduate Courses – Business Administration, Clark University, UMASS  
School of Industrial Management, Worcester Polytechnic Institute

## Ross Perry

I have 25+ years of experience in many aspects of municipal government. Recently, I worked for the Town of Townsend and Conway as an Interim Town Administrator. I retired in 2020 from the position as Sterling's Town Administrator. Previously, I worked for a regional planning agency driving efficient municipal services through coordinated multi town activities and as project manager and fiduciary managing Homeland Security projects with an annual budget of \$900,000. I have also served 9 years as a Selectman, 6 years on the Planning Board as well as on several other town committees.

Proven general manager with successful experience managing all operations of the Town of Sterling with a population of 7800 and an annual budget of \$24M. Previous experience includes running multi-million-dollar manufacturing and sales operation.

Responsibilities include developing and managing budgets, people, and projects. Special ability to work with a wide range of stakeholder groups building consensus on a range of issues.

- Helped Townsend settle expired labor contracts, develop revised operating budget, drove an STM to fund the new contracts and budget. Filled several open positions including Fire Chief, Treasurer Collector, Town Accountant, Conservation Agent and Admin, Executive Admin, Grant Administrator, and Social Services Coordinator
- Shepherded Conway through the final stages of their annual \$7.6M budget preparation and Town Meeting logistics. Served as consultant to the new Town Administrator.
- Developed annual \$24M municipal budget, estimated tax impact, prepared annual updates to the 5-year capital plan with recommended funding sources, created and edited town meeting warrants.
- Successfully negotiated Police, Fire, and Dispatch Collective Bargaining Agreements
- Developed employee merit and longevity plan that was subsequently supported by the voters.
- Experience with grant applications, regionalization – inter municipal opportunities, MOU's for regional emergency response cache arrangements, and implementation of Homeland Security projects.
- Served as key organizer, champion, and project manager to help 23 communities explore, approve, and implement a community electricity aggregation program that saved over 160,000 participating households over \$15M the first winter of the 24-month fixed price contract.
- Fifteen years management experience including three years as plant manager with 6 direct management reports, over 70 union employees and 8 supervisors.

### **Professional Profile**

- Over 25 years of commitment to public service.
- Provide the Select Board with facts, pro's and con's , and recommendations to help them vote on key issues.
- Able to help evaluate policy options; make and implement legally appropriate and operationally feasible decisions.
- Highly effective manager, team member, representative of the Board, and champion for the town.
- Proven ability to collaborate constructively with municipal staff, unions, volunteers, board and committee members, and town residents.
- Familiar with Mass General Laws, as well as Open Meeting, Conflict of Interest, and FOIA requests
- Creative problem solver with concern for setting appropriate precedents.
- Enthusiastic desire to help build efficient municipal operations.
- Associate MCPPO Certification and Chief Procurement Officer

### **Labor Relations**

- Returned to Sterling as a consultant to negotiate renewals of Police, Fire, and Dispatch CBA's
- Negotiated Townsend Fire CBA that avoided paying retro pay after contract expired.
- Set Town/company goals, strategy, and served as lead negotiator in multiple labor contract negotiations with Police, Fire, Dispatch, United Steel Workers and United Auto Workers.
- Resolved police union contract that had expired 3 years before my arrival.

### **Human Resources**

- Filled key Dept Head and support positions, establishing a cohesive and functioning staff.
- Managed Town Hall staff during COVID pandemic, maintaining employee and visitor safety while ensuring complete and timely public services.
- Open door policy; and supporter of employees with good performance. Coach and disciplinarian for employees that need improvement.
- Member of the Salary Review Committee that evaluated municipal positions and proposed individual job title salary adjustments to provide town employees with fair and competitive wages.
- Plant Manager, including human relations issues, supervising 6 departmental managers covering 70 union employees,
- Search Committee member hiring the Town Administrator, Town Counsel, Police Chief, Fire Chief, Building Inspector, Town Clerk, and Town Accountant

### Finance and Capital

- Created annual budgets and capital plans; worked with Finance Committees and Select Boards to present budgets and funding sources that addressed three key principals
  - Provided for municipal infrastructure necessary to move town forward
  - Address employee needs and a framework to serve the Town successfully
  - Respected the taxpayer by minimizing tax increase and efficiently using their tax revenue.
- Experienced with Mass General Laws, Chapter 30B Uniform Procurement Act; including M.G.L Chapter 7, M.G.L 30B Sec 39M, and M.G.L 149. Designated Chief Procurement Officer (CPO) for town and state agency.
- Member of Capital Planning Committee; reviewing all capital items for merit, necessity, and alternatives. Conduct on-site visits to better understand each department's request.
- As Selectman, set budget policy and reviewed annual budgets with Town Administrator and department heads.
- School and Fire Station Building Committees; hired architect, conducted public hearings, and made Town Meeting presentations to support add-renovation and new building projects alternatives.
- Municipal utility committee member that drove the resolution of a multi-year litigation and created a long-term agreement with the electric utility company.

### **Elected and Appointed Public Service**

- 3 ½ years as Sterling's Town Administrator. 3 months as Conway's Interim TA and 10 months as Townsend's ITA.
- 9 years as member of Stow Board of Selectmen, two as chairman.
- 6 years as member of Stow Planning Board, one as chairman.
- 11 years, Capital Planning Committee
- Local Emergency Planning Committee (LEPC) member
- Member Fire Station Feasibility Building Committee
- Member of School Building Committee
- Member of Assabet Rail Trail Committee. (Bike path)
- Executive member of Medical Reserve Corp
- Stow Municipal Electric Dept.

### **Employment**

- Consultant to Sterling, Conway, and Townsend
- Townsend Interim Town Administrator
- Conway Interim Town Administrator
- Sterling Town Administrator

- Director of Municipal Management and CPO, Southeast Regional Planning & Economic Development District (SRPEDD)
- Senior Solutions Marketing Manager, NetScout Systems
- Product Line Manager, Senior Product Manager, 3Com Corp.
- Strategic Relations Manager, Digital Equipment Corp.
- Plant Manager, Coatings Engineering Corp, Div of G&B

#### **Education**

- MBA, Lake Forest School of Management
- BA Economics, St. Lawrence University
- Incident Command System 100 and National Incident Management System 700
- Inspector General courses in Public Purchasing; Design and Construction Contracting; and Supplies and Services Contracting; Achieved MCPPO – Associate certification. (Massachusetts Certified Public Purchasing Officer)
- Mass DOR, Division of Local Services Seminars on Current Developments in Municipal Law
- OSD training on Comm-Pass, (now CommBuys) Massachusetts' online purchasing system

#### **Salary**

Can be negotiated



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

**Tuesday, October 10, 2023**

**Meeting Location: Training Room of the 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.

### **UPDATE FROM TOWN COMMITTEES/BOARDS/DEPARTMENTS**

#### **Paxton's Boston Post Cane**

- **Richard Fenton** In 1909 there were 700 towns throughout New England to be given to the oldest person in that town at that time. We will present this to resident Linwood Erskine who just turned 100. The cane presentation will be on October 22<sup>nd</sup> at 2pm at the COA.

#### **Council on Aging Bylaws – pass over at this time.**

#### **Joint meeting with Finance Committee to discuss the FY25 budget guidance and potential reserve fund transfer for the funding of the interim Town Administrator.**

- **Mark Love** Called the Finance Committee meeting to order at this time.
- **(JP)** Budget guidance. Let's Start with the revision that Mark Love proposed.
- **Mark Love** This is the second rendition which includes two comments. We removed the WRSD increase and to state upfront that COLA could be a zero should be removed as well.
- **(JP)** We should not rely on free cash by design to balance the budget.
- **(CR)** Not sure the department heads need to worry about the free cash concern.
- **Mark Love** The reference of free cash is in conflict and should be eliminated. Not a department head issue.
- **(JP)** The department heads need to understand our financial position, but the actual numbers are irrelevant. I do not want to lose focus on the intent of the correspondence there. My suggestion would be to simply state we are running a deficit and we think that it would be best to submit a level funded or whatever we decide tonight. At our last meeting we discussed getting away from the term "make whole budget." Having two



budgets being submitted would be very confusing so ask the departments to submit a single budget.

- **Mark Love** We have a lot of faith in the department heads. Give us your best budget. It should be what they need. They know what we are up against. Have a Q&A and let them make a presentation and in the final analysis if we have to make a cut based on that. I would prefer the best budget. Best leanest budget that you need to provide the services that you need to the town.
- **(JP)** In my mind what you are assaying is a level services budget. Which is what we asked for last year. Will be a little higher than last year. Level funded would be a modestly cut budget. Anything less than that we would need to look at how to define that.
- **Ben Mitchell** There will always be some level of interaction and the department heads are very keen on what they want and what they need.
- **(JP)** We have to have some faith in the department heads and that they will find a way to provide as much as they can with the funds that they have. We have to rely on them as experts. Mark will forward a couple of sentences along to Heather to assist in this.
- **(JP)** Nonunion employees COLA. 2.5 wage adjustment in the wage adjustment chart.
- **(CR)** This will be needed so they can refer to the chart to budget for their wages for next year.
- **Mark Love** November 15<sup>th</sup> date may need to be adjusted.
- **(CR)** A December 1<sup>st</sup> due date should be fine.
- **(JP)** CIPC should set their own guidance and let them discuss. Heather just delete the first line and start with the second line. The budget forms are the budget sheets that were used last year.
- **(HM)** Yes, it is last year's workbook, but it is all in one book rather than separate sheets.
- **(JP)** Update the date to meet with Heather because it says January.
- **Mark Love** Provided some comments on the interim Town Administrator and the possibility of needing reserve funds in the amount of \$10,000 to \$15,000 Its not in the budget how would it be paid for. Would the reserve fund be a possible source of those funding? I wrote an email on my personal opinion. That is a lot of money to take out of the reserve fund. Is this an extraordinary or unforeseen item? It would leave us with very little for the remainder of the year. Is there a more cost-effective way of funding this? It has not come to us in the form a formal request.
- **(JP)** We have an interesting range of options here. This is an 8-week period of time. Do we need someone to really step in as a Town Administrator or just keep things going for the time period? Could potentially use funds from special town meeting in November.
- **Mark Love** One of the clauses was to work with the Finance Committee during the budget season. Do not hire someone just for that. We can do that work at the Committee level with the department heads.
- **(CR)** January and February are a critical time of year and the Town Administrator should be part of the budget season.
- **(JP)** One comment on the extraordinary or unforeseen in terms of a budget is if you could have seen that before the budget was done, so I would say it is unforeseen because we do not normally budget for parental leave.
- **Mark Love** Adjourn the Finance Committee meeting at 8:08pm

#### **Judy Hatstat - Board of Health update**

- Currently the Chair of the Board of Health. I am the nurse on the Board. I am in touch with DPH, and we record various cases in town. On June 30<sup>th</sup> I reported to the Town Administrator all the communicable diseases that we had during FY23.
- Trash contract settled for the next three years.

- Wayne Curran is our sanitary inspector and reports to us.
- Emergency preparedness – expecting a fall drill soon.
- Address any issues or complaints that have come up.
- We have the animal inspector to which we get updates from as well.

## **CONSENT ITEMS**

- 1. Approve the meeting minutes from the Regular Meeting held on September 25, 2023
- 2. One day liquor license request from Anna Maria College for a fall fest celebration at the Campus Center to be held on October 22, 2023, from 5:30pm to 8:30pm.
- 3. Approve Award of FY24-12 RML Gutter Replacement Contract to Gutters by Mac in the amount of \$15,000.
- 4. Approve Award of FY24-14 RML. Replacement Low Slope Roof(s) Contract to FRG Contractor Corp for \$29,373.
- (JP) Hearing no comments, consent items #1 through #4 have been approved.

## **NEW BUSINESS**

### **Review applications for the position of Interim Town Administrator**

- (JP) We have six applications. We need to talk about what our next step is going to be.
- (CR) Chose 2 or 3 to go forward with.
- (KH) Discuss what we are looking for first and then move forward.
- (JP) We are looking for an 8-week assignment for someone that carries out the day-to-day process.
- (KH) Someone that has been through HR issues and snowstorms and the budget process. How many hours are prudent to do the job? Can it be done in twelve if we take up some of the slack?
- (JP) We already posted it for 19 hours so if we do something else, we may have to repost it. Understanding we will need some priorities from Heather as to what needs to be done and what she would like to see someone help with. I would actually like to hear from each of them to get a better idea of what they have to offer.
- (HM) Maybe we could ask a couple questions and see how they answer it to then determine which 2 or 3 you would like to go forward with.
- (JP) My question would be. How do you plan to get up to speed. Each of us can come up with at question, forward it along to Donna and then provide the to the candidates so we can move forward with selection.

### **Public Safety Complex generator update**

- **Michael Pingitore** On September 27<sup>th</sup> our generator failed to run its normal test. The mechanic checked and it was dead. Our regular contractor came in the next morning and the control board was fried and shorted by a nest of mice inside. We started with our normal contracted who quoted \$11,000 for repairs. Got two other quotes, one for \$15,000 and a second one for \$16,000. We currently have a rental in place which is costing us \$6,800 a month to power the town server and electrical for the Public Safety Complex. If we lose power, we will lose Dispatch and everything that is tied to it. This generator is so important to the entire building. Exhausted our resources with the state. They do not have one big enough to run the entire building. So, I would like to get this generator fixed as soon as possible.
- (JP) Where are you at with quotes.

- **Michael Pingitore** Currently 3 quotes are with the Town Administrator on the procurement side. It has to go out to bid.
- **(JP)** So we are looking to set up a meeting once those quotes are in. and award a bid hopefully before the end of the week.
- **(KH)** If we do not award until Friday when will we get the parts in?
- **Michael Pingitore** It would be about 12 to 14 days out so that will push us close to the one-month mark with the rental generator.
- **(KH)** Can we look to see if they could expedite the shipping?
- **(CR)** What is the last day for the generator before we need to start paying additional?
- **Michael Pingitore** October 26<sup>th</sup> would be the end of the first month. You can rent it by the week, but the cost is higher.
- **(HM)** We applied for a DCAMM waiver because it is attached to the building. We asked for a waiver on the advertising process. Mike compiled in getting the three different quotes and make sure that we hit prevailing wage. It took a while for me to get things out. We could have a meeting on Friday morning to get this going. DECAMM oversees construction projects to preapprove bidders under MGL chapter 149 is approving emergency relief from certain requirements. This is similar to what we did for the boiler for the library. We got the waiver back today that they approved waiving the advertisement piece. We do not have to go through the three-week process on the central register.
- **(JP)** Why do we need to go through the procurement process?
- **(HM)** Understanding it is a maintenance project and we cannot confirm any other way that people are using the prevailing wage, and prevailing wage audits are becoming more and more prevalent.
- **(JP)** I want everyone to understand why we are going through this process in case we have to pay for additional costs for generator rental. What are we looking at for a total dollar amount?
- **Michael Pingitore** On the high side we would be looking at about \$26,000. Around \$20,000 if we get the lower bid.
- **(JP)** In total the high side could be \$32,000.
- **Michael Pingitore** That is why my concern is that time is of the essence.
- **(JP)** Any ideas on how to fund this?
- **(HM)** We do have enough into the public safety building budget to initially over it, or we could look at the reserve fund or the last option is taking from free cash at the Special Town Meeting.
- **(JP)** We could transfer out of reserve and then replenish from free cash.
- **(HM)** The contract will say what account it is coming from. So have to pull from the Public Safety Building account initially and then do a transfer from the reserve fund.
- **(JP)** What happens to the other things that will be displaced by this?
- **Michael Pingitore** There are annual expense for the vehicle exhaust removal, fire system inspection, fire alarm monitoring, fire extinguisher inspection,
- **(JP)** Asked Mark Love if he felt that would fall under unforeseen.
- **Mark Love** This needs to be taken care of immediately and then as the need throughout the year surfaces because of this emergent issue that would be an item of the reserve fund. The other thing is I would not want to lose track of the CIPC to be informed. Just as a courtesy. Take care of it and worry about reserve fund and CIPC later.
- **(JP)** We will meet Friday at 8am via zoom to award bids on the generator repair work.

**Next steps in the acceptance of Olivia Knoll as a public way.**

- (HM) Next steps to get this onto the warrant for the Special Town Meeting in November. The Select Board votes on the intent to lay out the way for Olivia Knoll and refer the matter to the Planning Board for their report/recommendations. The title and deed came through today.
- **Motion (KH) seconded (CR) to approve the internet to lay out the way for Olivia Knoll and refer the matter to the Planning Board for their report/recommendations. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

**Request to use training I room for CMRPC for zoning discussion.**

- (HM) To request the use of the public safety training room for a meeting to be held in regard to the Zoning Bylaw and the MBTA rural communities so that it can be videotaped and put on the town website for residents to view the information.
- **Motion (KH) seconded (CR) to approve the use of the tiring room for the CMRPC zoning discussion pending approval of the Fire and Police chief.. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

**Boy Scouts request to use the Town Common for a can and bottle drive on October 14, 2023, from 9am to 12pm.**

- **Motion (KH) seconded (CR) to approve the request from the Boy Scouts to use the Town Common for a bottle and can drive on October 14, 2023 from 9am to 12pm. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

**Set the date and time for Trick 'r' Treat**

- **Motion (KH) seconded (CR) to approve Trick "r" Treat for the Town of Paxton to be held on Tuesday, October 31<sup>st</sup> from 5pm to 8pm. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

**Select Board Correspondence**

(JP) Lions club the annual Halloween and bonfire event and hayride.

**TOWN ADMINISTRATORS REPORT**

**Boards, Committees, Commissions**

- **Board of Appeals** – There are two vacant associate positions available for the Board of Appeals. Please see the Town's website for more information.
- **Cable & Communications Committee** – There are currently two positions available on this committee. This committee is responsible for running and maintaining cable access TV channels, live streaming and recording government and community meetings. The committee currently meets monthly. Please see the Town's website for more information.
- **DPW Building Committee** - The Town of Paxton has reconfigured its DPW Building Committee to update the charge and membership. This Committee will be instrumental in matching the Department of Public Works building infrastructure needs with the Town's financial constraints and the Community desires. There is currently one resident vacancy for someone with a marketing/advertising background available. Please see the Town's website for more information.
- **Historic District Commission** - The Historic District Commission is a group of individuals committed to maintaining the historic integrity and aesthetic appeal of Paxton's treasured landmarks. We work to ensure that our town's rich history remains an integral part of its future. There is currently one opening. Please see the Town's website for more information.

See the Town's Website for all openings and how to submit an application.

## COMMUNITY HAPPENINGS

Check out the Town's Website for the latest programs.

- **Halloween Party** – Join the Paxton Lion's Club as they host a Halloween Party on October 31<sup>st</sup> from 6:30-8:00 PM at the Wentworth Field. The evening will include a Halloween Hayride, warmed apple cider, and popcorn, along with a costume parade.

## DEPARTMENTAL UPDATES

### • **Building Department**

In September, the Building Department had thirty-one permits pulled, which is four more overall permits from last month and the highest number of actual building permits, 16, since July of this year. The sixteen building permits constituted: a shed; roofs (5); Bathrooms (2); a pavilion; garage door headers; Single Family homes (2) -2 Turkey Hill Rd (cottage & septic) and 477 West St (single & in-law); windows (2); new garage (57 Richards Ave); and a chimney exhaust. The good news about these permits is that the two new homes and the new garage should add to our new growth for FY25.

Fiscal Year 2022															TOTAL
Permit	Jul	Aug	Sep	Oct	Nov	Dec	22-Jan	Feb-22	22-Mar	Apr-22	1-May	Jun-22			
Building	9		11	10	9	11	9	7	6	15	12	8	13	120	
Electrical	8		8	15	9	13	10	5	3	9	6	8	12	107	
Gas	2		10	3	7	3	2	5	5	5	4	2	5	53	
Plumbing	1		7	5	3	5	2	4	3	7	1	6	7	51	
Sheet Metal	0		0	0	0	1	2	0	1	1	2	0	1	8	
Wood Stove	1		0	3	2	3	3	0	1	1	0	1	0	15	
TOTAL	21	36	37	30		36	28	21	19	38	25	25	38	354	
Fiscal Year 2023															
Permit	Jul	Aug	Sep	Oct	Nov	Dec	Jan-23	Feb-23	Mar-23	Apr-23	May-23	June		TOTAL	
Building	9		11	11	14	5	6	11	8	3	15	15	9	117	
Electrical	8		8	9	8	3	5	8	4	4	8	6	16	87	
Gas	2		10	3	5	5	2	3	2	3	3	1	0	59	
Plumbing	1		7	4	5	5	1	7	4	2	3	2	2	43	
Sheet Metal	0		0	0	0	0	0	1	0	0	0	1	0	2	
Wood Stove	1		0	0	1	5	4	0	1	0	0	0	0	12	
TOTAL	21	36	27	33	23	18	30	19	12	29	25	27		300	
Fiscal Year 2024															
Permit	July	August	September	October	November	December	January	February	March	April	May	June		TOTAL	
Building	16		8	16										40	
Electrical	9		14	9										32	
Gas	1		0	3										4	
Plumbing	5		4	2										11	
Sheet Metal	0		1	0										1	
Wood Stove	2		0	1										3	
TOTAL	33	27	31	0	0	0	0	0	0	0	0	0		91	

### • **DPW**

In order to clean our large water tank, the tank will need to be taken out of service, which will substantially reduce the amount of water the Town has in reserve. As a result, the DPW will be initiating a Water ban during the time of the cleaning beginning on or around 10/18/23, with the current expected date to clean the interior of the tank on 10/25/23. Once the tank has been cleaned, it will take several days to refill the tank, and additional days to flush, and take samples after that. Once all necessary samples have come back correctly, we will place the tank back in service. The entire process should take 2-3 weeks, depending on how much flushing is necessary.

### • **Library**

The library projects for the low slope roof and the gutters have been conditionally approved by the Local Historic District.

### • **IT**

We ran into a problem over the past few weeks with our current Town Server, limited space, and permission issues. Suzor IT worked last week with staff to produce a contingency plan and ensure that everyone's files were back up and running.

## FINANCES

- **FY23 Free Cash & Retained Earnings**

The State has approved the Town of Paxton's FY24 Free Cash in the amount of \$538,771 and Water Retained Earnings in the amount of \$109,167.

- **Grants**

*New*

- **SMRP Grant** – DEP awarded us a grant in the amount of \$3,500 to help with our recycling program for FY24.

*FY24*

- **ADA Grant** – We submitted a grant again for FY24 for ADA improvements at the COA, with the same details as last year and updated costs totaling around \$25k. We do not expect to hear back until late fall.

- **Recreation Earmark** – In the FY24 final budget, the Governor approved an earmark for \$27,000 for enhancements for the recreation department to include the following:

- Playground Repair and Mulch (\$4,000)**

The Town owns one public playground next to the Paxton Center School. During school hours, the students use the playground for recess. After hours, the playground is utilized during the afterschool program and by members of the public. The playground needs more odds/ends maintenance to keep all parts safe. In addition, because of the after-school program, we must maintain a minimum level of nine inches of mulch around all potential fall zones.

- 2. Adjustable Basketball Hoops at the Paxton Center School (\$18,000)**

The Recreation program runs a basketball program at the Paxton Center School. The current basketball hoops do not allow for younger kids to play and require volunteers to tediously attach and manually lower basketball hoops for each game, which brings with it its own safety risk. If we were to replace current hoops with four adjustable hoops, that would make them versatile, serve both the basketball program and the students at the Paxton Center School, and would alleviate the chance of injury through manual adjustments.

- 3. Wentworth Bathroom Repairs (\$5,000)**

The Recreation and Town own a bathhouse out by our Wentworth field. The bathhouse is used during games and during the Summer Program. The building is old and in dire need of repairs.

- **Town Common Earmark** – In the FY24 final budget, the Governor approved an earmark for \$50,000 for a design, feasibility, and traffic study for the town common/town center.

- *Outstanding FY23*

**Community One Stop** – Applied for West Street. Expected decision late Fall 2023.

**Ambulance Certified Public Expenditure Program** –\$62,566 - Pending.

**Libraries Transforming Communities: Accessible Small and Rural Communities.** \$20,000 project to support Sensory Processing Disorder.

**Community Compact (IT) Grant** –\$115,000 to support conversion to records management system, including scanning and electronically filing records.

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

**Hazard Mitigation Planning Grant** –\$4,455 reimbursable grant to update the Town’s Hazard Mitigation Plan.

**Small Bridge Grant (2019)** – Planning Grant Black Hill Road, extended until December 2023.

**State Earmark of Funds** – Zoning Bylaw rewrite, underway.

### **Procurement:**

*To do:*

- Records Building – Fence
- Town Common area drainage

### **• PROJECTS**

- **Black Hill Bridge Grant** – This project began in 2020 when the State approved a grant for the study on Black Hill Bridge with CHA. We have been through two extensions for this project with MassDOT and have been assured by CHA that we will be able to complete the work before the end of this calendar year, which will line us up to apply for a construction grant. While the study is underway, the State DOT and our consultant CHA both recommend consideration of closing the road over the bridge for safety reasons.
- **DPW Earmark** – We are in the process of getting started on the State Earmark we received in the Spring for \$200k for the DPW building improvements. We are working closely with vendors for accurate quotes to include a replacement/new septic system for the DPW, two bathrooms, and some other modifications that will last for the long-term.
- **The Hills at Paxton Commons** – A few months ago we received concerns from residents about the increase in monthly rates at the Hills. We reached out to legal counsel, our State Representative Kim Ferguson’s Office, and relevant state agencies. In the end, we confirmed that the Town and the Mass Housing Partnership have an interest in ensuring that the rental rates are affordable and comply with the current rent adjustment figures issued by the State. At this time, the Hills at Paxton Commons is in compliance with all requirements. Residents experiencing issues or concerns with rent prices at the Hills in the future are encouraged to reach out to the Town Administrator’s Office.
- **Zoning Bylaw Earmark** – The work under the State Earmark we received in the Spring for \$75k has begun. Our Zoning Bylaw Steering Group met with CMRPC in July and again in August. Our first matter of business was to work on the MBTA Zoning bylaw, followed by conduct a survey of Town Residents, followed by an initial review by (ZBA, Planning, Town Services Coordinator, EDC, and Building Commissioner) on the current Zoning Bylaws and where changes and/or concerns exist. Earlier this month, we worked with the Light Company to send out surveys to our residents/businesses in Town. Unfortunately, the third-party company that does the mailing did not include the surveys in the August billing and it will not be included until September. In the meantime, we sent out an additional 500+ surveys to those who do not get a hard copy bill and have already received more than 50 responses.

### **JOB OPENINGS**

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

- **Temporary Full-time benefited Mechanic/Heavy Equipment Operator- The position** for a temporary mechanic/heavy equipment operator has been posted. This person **will** fill in for our mechanic who will be on military leave for the next 12-18 months.

**Public comment**

- None

**ADJOURN**

- **Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 9:10pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.**
- **Returned to Regular Session at 10:02pm**
- **Adjourned Meeting at 10:02pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- **The next meeting is scheduled for October 25, 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  
Board of Selectmen  
697 Pleasant Street, Paxton, MA 01612  
(508) 754-7638 – phone (508) 797-0966 – fax  
dparsons@townofpaxton.net

## Regular Meeting Minutes

Friday, October 13, 2023

Meeting Location: Join Zoom Meeting <https://us02web.zoom.us/j/85059646425>  
Meeting ID: 850 5964 6425

Members Present: Julia N. Pingitore, Chair  
Kirk R. Huehls, Vice Chair

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 8:06am.

### **Award FY24-16 Emergency Generator for Public Safety Complex Contract**

- (JP) We are meeting today to award a contract for the services to repair the generator at the Public Safety Complex.
- **Motion (KH) seconded (JP) to award the FY24-16 Emergency Generator repairs for the Public Safety Complex contract to Power Up Generator Services in the amount of \$11,065.78. Unanimous. All in favor. (KH) yes, (JP) yes.**
- (KH) Does he have all the prevailing wages?
- (HM) Yes, we sent that information over to him and he signed off on it.
- **Adjourned Meeting at 8:09am, Unanimous all-in favor. (KH) yes, (JP) yes.**
- The next meeting is scheduled for October 25, 2023, 7:00pm.

### **Documents from the Meeting filed in BOS office:**

Agenda  
Attendance list

Respectfully submitted,

Donna Graf-Parsons  
Executive Assistant

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR 2023 SPECIAL STATE ELECTION**

**WORCESTER SS.**

To either of the Constables of the Town of Paxton

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the Special State Election to vote at:

**WARD: 0      PRECINCT: 1**

**PAXTON CENTER SCHOOL  
19 WEST STREET  
PAXTON, MASSACHUSETTS 01612**

On **TUESDAY, THE SEVENTH DAY OF NOVEMBER 2023**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Special State Election for the candidates for the following office:

**SENATOR IN GENERAL COURT. . . . . FOR THE WORCESTER & HAMPSHIRE DISTRICT**

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 25<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
\_\_\_\_\_  
Selectboard of Paxton

You are directed to serve this warrant by posting attested copies thereof in two or more public places, one of which shall be at the Post Office, as required by Town Bylaws, at least seven days before the day set for holding said election.

\_\_\_\_\_, 2023.  
Constable (month and day)



**MIIA HEALTH BENEFITS TRUST**  
**Renewal Proposal 1/1/2024 - 12/31/2024**  
**Paxton**

MONTHLY CONTRIBUTION RATES				
PRODUCTS		CURRENT	RENEWAL	
		RATES	RATES	INCREASE
Medex 2	Medex 2	\$210.65	\$220.13	4.50%
	Blue Med Rx	\$169.35	\$180.45	6.55%
	Total	\$380.00	\$400.58	5.42%
Managed Blue for Seniors 2	Individual	\$172.92	\$176.53	2.09%
	Blue Med Rx	\$169.35	\$180.45	6.55%
	Total	\$342.27	\$356.98	4.30%

Blue Medicare Rx rates represent PDP Option 26 (\$10/\$20/\$35 RX, 2x MO).

Renewal rates are based on continuing the current enrollment level.

**Please return signed renewal confirmation no later than 11/1/23.**

Signature for Acceptance of Rates	Title	Date
<b>Print Name</b>		

TOWN OF PAXTON  
COMMONWEALTH OF MASSACHUSETTS  
ANNUAL TOWN MEETING



WORCESTER SS:

To either of the Constables of the Town of Paxton:

GREETINGS:

In the name of the Commonwealth, you are hereby directed to notify and warn the inhabitants of said town, who are qualified to vote in Town affairs, to meet in the Paxton Center School Cafetorium, West Street, Paxton on November 20, 2023 at 7:00 p.m., then and there to act on the following articles:

PLEASE NOTE ON DRAFT – Articles 3-5 are placeholders only for discussion purposes and options for the Select Board to consider at their meeting.

## FY23 FINANCE ARTICLES

### **Article 1.                      WATER ENTERPRISE -Prior Year Bill**

To see if the Town will approve the payment of a prior year appropriation of a FY23 Bill from the City of Worcester Water Department in the amount of \$21,246.64 from FY24 Water Retained Earnings; or act in any way thereon.

Article submitted by the Water Commission.

*Selectboard recommendation TBD.*

*Finance Committee recommendation TBD.*

## FY24 FINANCE ARTICLES

### **Article 2.                      FREE CASH– Revise Cemetery Commission**

To see if the Town will increase the Cemetery Commission FY24 Department Budget, as voted at Annual Town Meeting June 5, 2023 in article 15, by transferring \$1,800 from FY24 Free Cash; or act in any way thereon.

Article submitted by the Cemetery Commission.

*Selectboard recommendation TBD.*

*Finance Committee recommendation TBD.*

**Article 3. FREE CASH– Replenish Reserve Fund**

To see if the Town will increase the Reserve Fund FY24 Department Budget, as voted at Annual Town Meeting June 5, 2023 in article 15, by transferring \$10,000 from FY24 Free Cash; or act in any way thereon.

Article submitted by the Finance Committee.

*Selectboard recommendation TBD.*

*Finance Committee recommendation TBD.*

**Article 4. FREE CASH– Public Safety Generator Repairs**

To see if the Town will increase the Public Building FY24 Department Budget, as voted at Annual Town Meeting June 5, 2023 in article 15, by transferring \$20,000 from FY24 Free Cash to cover the cost of the Public Safety Generator Repairs; or act in any way thereon.

Article submitted by the Fire Chief/Town Administrator.

*Selectboard recommendation TBD.*

*Finance Committee recommendation TBD.*

**Article 5. FREE CASH– Fund Interim Town Administrator**

To see if the Town will transfer \$12,000 from FY24 Free Cash for the compensation for ; or act in any way thereon.

Article submitted by the Select Board.

*Selectboard recommendation TBD.*

*Finance Committee recommendation TBD.*

**Article 6. FREE CASH– Elections/Registrars**

To see if the Town will increase the Public Building FY24 Department Budget, as voted at Annual Town Meeting June 5, 2023 in article 15, by transferring \$6,000 from FY24 Free Cash to cover the cost of the State Special Senate Elections; or act in any way thereon.

Article submitted by the Town Clerk/Town Administrator.

*Selectboard recommendation TBD.*

*Finance Committee recommendation TBD.*

**Article 7.****FREE CASH - Replacement 2014 Exmark Mower**

To see if the Town will vote to transfer the sum of **\$4,613** from FY24 Free Cash to contribute purchase a replacement mower for the Department of Public Works; or act in any way thereon.

Article submitted by the Cemetery Commission.

*Selectboard recommendation TBD.*

*Finance Committee recommendation TBD.*

*Capital Improvements Committee recommendation TBD.*

**Article 8.****WATER ENTERPRISE -Water Department Receipts**

To see if the Town will amend Article 4 at ATM on June 5, 2023 to vote to raise and appropriate through Water Department receipts, water fees, or water charges, or transfer from available funds, a sum of money to operate the Water Enterprise, as follows:

Compensation	\$250,325
Expenses	\$799,198
<u>Debt</u>	<u>\$ 84,970</u>
Total	<b>\$1,134,493</b>

and that \$1,134,493 is raised as follows:

Departmental receipts	<b>\$1,046,856</b>
FY24 Water Retained Earnings	<b><u>\$XXXXXX</u></b>

Or act in any way thereon.

Article submitted by the Water Commissioners.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

Original Vote –

Compensation	\$230,433
Expenses	\$720,225
<u>Debt</u>	<u>\$ 96,198</u>
Total	<b>\$1,046,856</b>

and that \$1,056,856 is raised as follows:

Department receipts	<b>\$1,046,856</b>
---------------------	--------------------

Or act in any way thereon.

## **ADMINISTRATIVE**

### **Article 9. CONTRACT – 5 Years**

To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, §12(b) to authorize the Town Administrator, as the Chief Procurement Officer, to enter into a postage machine lease with a selected vendor for a period in excess of three years, for a total contract not to exceed five years; or take any related action thereto.

Article submitted by the Town Administrator.

*Selectboard recommendation TBD.*

Finance Committee recommendation TBD.

### **Article 10. PUBLIC WAY – Olivia Knoll**

To see if the Town will vote to accept the layout of Olivia Knoll as a public way in the location depicted on the plan entitled, “Layout Plan of Olivia Knoll, Paxton, MA” dated February 21, 2020, prepared by Jarvis Land Survey, Inc.,” as heretofore laid out by the Select Board and filed with the Town Clerk’s office; or take any related action thereto.

Article submitted by the Select Board.

*Selectboard recommendation TBD.*

Finance Committee recommendation TBD.

### **Article 11. ESTABLISH ENTERPRISE FUND – Trash**

To see if the Town will accept the provisions of Chapter 44, §53F1/2 of the Massachusetts General Laws establishing Trash Disposal as an enterprise fund effective fiscal year 2025, or take any related action thereto.

Article submitted by the Town Administrator.

*Selectboard recommendation TBD.*

Finance Committee recommendation TBD.

### **Article 12. WRSD AGREEMENT - Amend**

To see if the Town will vote approve a proposed amendment to the Wachusett Regional School District Agreement, to modify sections 1.1, 1.7, and 1.8 as attached, or take any related action thereto.

Article submitted by the Wachusett Regional School Committee.

*Selectboard recommendation TBD.*  
*Finance Committee recommendation TBD.*

## **BY-LAWS**

### **Article 13. BYLAW – New COA Bylaw**

To see if the Town will vote to accept the proposed Council on Aging (COA) Bylaw, as attached, or take any related action thereto.

Article submitted by the Council on Aging (COA).

*Selectboard recommendation TBD.*  
*Finance Committee recommendation TBD.*

### **Article 14. BYLAW – Water Regulation Bylaw**

To see if the Town will vote to accept the proposed Water Regulation Bylaw, as attached, or take any related action thereto.

Article submitted by the Water Commission.

*Selectboard recommendation TBD.*  
*Finance Committee recommendation TBD.*

### **Article 15. BYLAW - Revolving Fund Bylaw**

To see if the Town will vote to amend the current Departmental Revolving Funds Bylaw with the revisions as attached, or take any related action thereto.

Article submitted by the Town Administrator

*Selectboard recommendation TBD.*  
*Finance Committee recommendation TBD.*



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AND YOU ARE DIRECTED TO SERVE THIS WARRANT by posting attested copies thereof, one of which shall be at the Post Office, as required by By-laws, seven days at least before the day set for holding said meeting.

HEREOF FAIL NOT and make due return of the Warrant with your doing thereon at the time and place of meeting aforesaid.

Given under our hands this 25<sup>th</sup> day of October 2023.

Respectfully submitted,

---

Julia N. Pingitore  
Chairman

---

Kirk R. Huehls  
Vice Chair

---

Carol Riches  
Clerk

## *ATTACHMENTS*

Article 1	Water Enterprise- FY24 Prior Year Bill	9
Article 12	WRSD Agreement Proposed Amendment	10
Article 13	COA Proposed Bylaw	15
Article 14	Water Rules & Regulations Proposed Bylaw	18
Article 15	Revolving Fund Proposed Bylaw Amendment	19

DRAFT

**Article 1  
Prior Year Bill  
FY23 Worcester Water Bill**

**DATE:** 07/10/2023

**BILL NUMBER:** 4601195

**SERVICE ADDRESS:** 1403 PLEASANT ST

**CUSTOMER NUMBER:** 32-0017-C00

**\$55,925.00**

METER READING INFORMATION					
WATER	522655	538102	14947	3.68000	\$55,004.96
SEWER			11957.60		\$0.00
	PREVIOUS	CURRENT	USAGE	RATE	AMOUNT

WATER OPERATIONS AND SEWER OPERATIONS OF THE DEPARTMENT OF PUBLIC WORKS ARE SEPARATE DIVISIONS WHOSE CHARGES ARE COMBINED ON ONE BILL AS A CONVENIENCE TO OUR CUSTOMERS. INDIVIDUAL CHARGES DUE TO EITHER DIVISION ARE DUE AND PAYABLE AS INDICATED.

\* SEWER USAGE IS CALCULATED AT 80% OF WATER USAGE.  
YOUR SEWER USAGE IS

SERVICE	FROM	TO	DAYS
PERIOD	05/15/2023	06/15/2023	32

**PLEASE NOTE:**

50% OF SEWER CHARGE IS DEDICATED TO OPERATION OF SANITARY SYSTEM, 50% IS FOR STORMWATER SYSTEM AND SEWER DEBT COSTS.

FOR INFORMATION REGARDING WATER/SEWER BILL AMOUNTS OR ABATEMENTS PLEASE CALL WATER BILLING AT 508-799-1440.  
FOR INFORMATION REGARDING PAYMENTS AND ADDRESS/OWNERSHIP, PLEASE CALL TREASURER'S OFFICE AT 508-799-1075.

VISIT THE CITY'S WEBSITE: AT [www.worcesterma.gov](http://www.worcesterma.gov)

ACCOUNT SUMMARY		
DATE	SERVICE TYPE	AMOUNT
07/10/2023	WATER	\$920.00
07/10/2023	WATER	\$55,004.96
07/10/2023	BAL FWD	\$0.04
<b>AMOUNT DUE</b>		<b>\$55,925.00</b>

TERMS OF PAYMENT: CURRENT CHARGES DUE AND PAYABLE WITHOUT PENALTY WITHIN 30 DAYS OF BILLING DATE. MONTHLY INTEREST CHARGE OF 1.17% EQUIVALENT TO 14% PER ANNUM SHALL BE ASSESSED ON BALANCE OF ANY UNPAID WATER/SEWER BALANCE AFTER 30 DAYS.

**FOLD HERE, DETACH AND RETURN THIS PORTION WITH PAYMENT.**

**BILL NUMBER:** 4601195

**SERVICE ADDRESS:** 1403 PLEASANT ST

**CUSTOMER NUMBER:** 32-0017-C00

**OTHER PAYMENT OPTIONS:**

- Cash and Check payments accepted at  
**M&T BANK BRANCHES**
- Pay Online: [www.worcesterma.gov/paybill](http://www.worcesterma.gov/paybill)

**PAYMENT DUE**

08/09/2023

**AMOUNT DUE**

\$55,925.00

**AMOUNT ENCLOSED**

34,678.36

1/2 6254

**Mail Payment To:**

6254\*17\*\*G50\*\*0.728\*\*1/2\*\*\*\*\*AUTO5-DIGIT 01602  
PAXTON TOWN HALL  
DEPARTMENT OF PUBLIC WORKS  
107 HOLDEN RD. ....

City of Worcester  
P.O. Box 15588  
Worcester MA 01615-0588



**ARTICLE 10**  
**WRSD Agreement**  
**Amendments**

***Article 1: Amendment to the Regional School Agreement***

*To see if the Town will vote to approve a proposed amendment to the Wachusett Regional School District Agreement, in accordance with Massachusetts General Law Chapter 71, Section 14E, by changing the language of Section 1 as follows:*

*Section 1.1 from:*

- 1.1 The Wachusett Regional District School Committee, hereinafter referred to as "the Committee," shall consist of a total of sixteen (16) members, each member hereinafter referred to as a "Member." Each Member shall be elected at their respective Member Town elections as detailed in Section 1.1.1. below, and in accordance with M.G.L. c. 71, s. 14E (4). Six (6) Members of the Committee shall be residents of the Town of Holden, three (3) Members of the Committee shall be residents of the Town of Rutland, three (3) Members of the Committee shall be residents of the Town of Sterling, two (2) Members of the Committee shall be residents of the Town of Paxton, and two (2) Members of the Committee shall be residents of the Town of Princeton. As used in this Agreement, a person shall be deemed to be a "resident" and/or to meet the "residency" requirement for a particular Member Town only if such person is properly registered to vote in the respective Member Town.

*To:*

- 1.1 The Wachusett Regional District School Committee, hereinafter referred to as "the Committee," shall consist of a total of **seventeen (17)** members, each member hereinafter referred to as a "Member." Each Member shall be elected at their respective Member Town elections as detailed in Section 1.1.1. below, and in accordance with M.G.L. c. 71, s. 14E (4). **Seven (7)** Members of the Committee shall be residents of the Town of Holden, three (3) Members of the Committee shall be residents of the Town of Rutland, three (3) Members of the Committee shall be residents of the Town of Sterling, two (2) Members of the Committee shall be residents of the Town of Paxton, and two (2) Members of the Committee shall be residents of the Town of Princeton. As used in this Agreement, a person shall be deemed to be a "resident" and/or to meet the "residency" requirement for a particular Member Town only if such person is properly registered to vote in the respective Member Town.

Section 1.1.1 from:

- 1.1.1 The decreasing of the size of the School Committee shall occur as follows, commencing at the 2023 town elections. Just one (1) Member from the town of Sterling whose term is to expire in 2023 shall have their seat abolished at the conclusion of their term in 2023. The two (2) Members from the town of Holden whose terms are to expire in 2023 and who have received the least, and second-to-least elective votes shall have their seats abolished at the conclusion of their terms in 2023. The two (2) Members from the town of Holden whose terms are to expire in 2024 and who have received the least and second-to-least elective votes shall have their seats abolished at the conclusion of their terms in 2024. The Member from the town of Rutland whose term is to expire in 2024 and who received the least elective votes shall have their seat abolished at the conclusion of their term in 2024. The Committee shall recalculate the weight of each Member's vote, pursuant to Section 1.2, every time the number of Members on the Committee changes at any time for any reason.

To:

- 1.1.1 The decreasing of the size of the School Committee shall occur as follows, commencing at the 2023 town elections. Just one (1) Member from the town of Sterling whose term is to expire in 2023 shall have their seat abolished at the conclusion of their term in 2023. The two (2) Members from the town of Holden whose terms are to expire in 2023 and who have received the least, and second-to-least elective votes shall have their seats abolished at the conclusion of their terms in 2023. The **one (1) Member** from the town of Holden whose term **is** to expire in 2024 and who **has** received the least elective votes shall have their seat abolished at the conclusion of their term in 2024. The Member from the town of Rutland whose term is to expire in 2024 and who received the least elective votes shall have their seat abolished at the conclusion of their term in 2024. The Committee shall recalculate the weight of each Member's vote, pursuant to Section 1.2, every time the number of Members on the Committee changes at any time for any reason.

Section 1.7 from:

- 1.7 Commencing at the Reorganizational Meeting occurring on or after May 2023, each Member's vote shall be weighted, as nearly as possible, in direct

proportion to the population of the member town compared to the population of all member towns combined so that the actual weighted vote of each individual member is as nearly equal to one (1) as possible. For example, and for illustrative purposes only, if the 2020 Town census figures were used in calculating weighted voting for the sixteen (16) Member Committee, this 2020 data would result in the following weighted voting factors:

<b>Individual Member Weighted Factor per Member Town</b>	<b>Census Population</b>	<b>Percentage of Combined Population</b>	<b>Committee Members</b>	<b>Total Voting Weight</b>	<b>Weight per member</b>
<b>Total 5 Towns</b>	<b>45,438</b>	<b>100%</b>	<b>16</b>	<b>16</b>	
<b>HOLDEN</b>	<b>19,905</b>	<b>43.81%</b>	<b>6</b>	<b>7.01</b>	<b>1.16</b>

<b>PAXTON</b>	<b>5,004</b>	<b>11.01%</b>	<b>2</b>	<b>1.76</b>	<b>0.88</b>
<b>PRINCETON</b>	<b>3,495</b>	<b>7.69%</b>	<b>2</b>	<b>1.23</b>	<b>0.62</b>
<b>RUTLAND</b>	<b>9,049</b>	<b>19.92%</b>	<b>3</b>	<b>3.18</b>	<b>1.06</b>
<b>STERLING</b>	<b>7985</b>	<b>17.57%</b>	<b>3</b>	<b>2.82</b>	<b>0.94</b>

To:

- 1.7 Commencing at the Reorganizational Meeting occurring on or after May 2023, each Member's vote shall be weighted, as nearly as possible, in direct proportion to the population of the member town compared to the population of all member towns combined so that the actual weighted vote of each individual member is as nearly equal to one (1) as possible. For example, and for illustrative purposes only, if the 2020 Town census figures were used in calculating weighted voting for the **seventeen (17)** Member Committee, this 2020 data would result in the following weighted voting factors:

<b>Individual Member Weighted Factor per Member Town</b>	<b>Census Population</b>	<b>Percentage of Combined Population</b>	<b>Committee Members</b>	<b>Total Voting Weight</b>	<b>Weight per member</b>
<b>Total 5 Towns</b>	<b>45,438</b>	<b>100%</b>	<b>17</b>	<b>17</b>	
<b>HOLDEN</b>	<b>19,905</b>	<b>43.81%</b>	<b>7</b>	<b>7.45</b>	<b>1.06</b>
<b>PAXTON</b>	<b>5,004</b>	<b>11.01%</b>	<b>2</b>	<b>1.87</b>	<b>0.94</b>
<b>PRINCETON</b>	<b>3,495</b>	<b>7.69%</b>	<b>2</b>	<b>1.30</b>	<b>0.65</b>
<b>RUTLAND</b>	<b>9,049</b>	<b>19.92%</b>	<b>3</b>	<b>3.39</b>	<b>1.13</b>
<b>STERLING</b>	<b>7985</b>	<b>17.57%</b>	<b>3</b>	<b>2.99</b>	<b>1.00</b>

Section 1.8 from:

- 1.8 The quorum for the transaction of Committee business shall be a majority of the total vote value (i.e., 16.0) of all of the Committee Members as defined in Section 1.7 above. A weighted vote total less than a majority may adjourn but may take no other action.



- 1.8 The quorum for the transaction of Committee business shall be a majority of the total vote value (i.e., 17.0) of all of the Committee Members as defined in Section 1.7 above. A weighted vote total less than a majority may adjourn but may take no other action.

Or act in any way thereon.

**Article 13**  
**BYLAW**  
**COA Proposed Bylaws**

**PAXTON COUNCIL ON AGING BYLAW**

**ARTICLE I – NAME**

*The name of the organization shall be the Paxton Council on Aging (COA) as established by the annual Town Meeting of May 5, 1975. These bylaws are hereby established in accordance with the provisions of the General Laws of the Commonwealth of Massachusetts, Chapter 40 – Section 8B.*

**ARTICLE II - PURPOSES**

*The purposes of the COA Board are to:*

**Section 1** *Perform duties and exercise powers and privileges as provided by this document.*

**Section 2** *Evaluate, promote, and encourage services and programs for the senior population, 60 years of age and older, who live in Paxton, Massachusetts.*

**Section 3** *Educate the community on the mission and purpose of the COA and encourage their support and participation.*

**Section 4** *Work with the COA Director to implement existing and new programs for seniors.*

**Section 5** *Participate in a special Board meeting to interview applications for the Director's position.*

**ARTICLE III – OFFICES**

*The office of the COA shall be located at the John Bauer Senior Center, 17 West Street, Paxton, Massachusetts.*

**ARTICLE IV – MEMBERSHIP**

**Section 1** *The COA Board shall consist of nine members who are Paxton residents. They shall be appointed by the Paxton Select Board for a term of three years. Reappointment for an additional three years may be requested by a current COA Board member.*

**Section 2** *The COA Board shall select the names of associate members or other residents, who have demonstrated their commitment to the COA over time, to replace those members who have resigned from the Board. These names shall be submitted to the Paxton Select Board for appointment.*

**Section 3** *In the event of a vacancy of an unexpired term, the COA Board shall select a replacement to fill the remainder of the term and advise the Selectboard of the appointment to be made.*

**Section 4** *Associate members are a source of future COA Board members and may be appointed at any time by the COA Board. There shall be no limit to the number of Associate members. Associate members may participate in COA Board meetings, but they may not vote. Outgoing Board members shall be eligible to be an Associate member.*

**ARTICLE V – VOTING RIGHTS OF BOARD MEMBERS**

*All voting rights shall be vested in the members and each individual member shall be entitled to one vote. A member must be present to vote. A majority vote shall prevail.*

#### **ARTICLE VI – MEETINGS OF MEMBERS**

**Section 1** *Regular meetings of the COA Board shall occur once a month and are subject to the Commonwealth of Massachusetts Open Meeting Laws.*

**Section 2** *Special meetings of the COA Board may be called at any time by the COA Board Chair or at the request of a majority of the members. The Clerk shall notify all members of such a meeting. Special meetings are subject to the Commonwealth of Massachusetts Open Meeting Laws.*

**Section 3** *At all meetings of the COA Board, the presence of five Board members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.*

**Section 4** *The COA Board Chair may call an Executive Session, open to only the COA Board, the COA Director, and additional parties selected by the COA Board, to discuss confidential matters. It may take place before, in the middle of, or at the end of a regular Board meeting as dictated by Massachusetts General Law.*

#### **ARTICLE VII – ATTENDANCE AND RESIGNATION**

**Section 1** *Regular attendance is expected of all members. In the event of absence of any member for three consecutive meetings, except for reasons of health or extenuating circumstances, the COA Board may request the resignation of that member.*

**Section 2** *In the event that a member wishes to resign from the COA Board, they shall notify the COA Board in writing. The Board shall notify the Select Board in writing. A replacement shall be selected by the COA Board according to Article IV, Section 3 of these bylaws. The name shall be given to the Select Board for appointment.*

#### **ARTICLE VIII – OFFICERS**

##### **Section 1 Election and Term of Office**

- a. The officers of the COA Board shall consist of a Chair, a Vice Chair, and a Clerk.*
- b. Officers of the COA Board shall be elected annually at the July COA Board meeting by a majority vote of the members present and shall take office upon election. Terms of office shall be for one year.*
- c. Election of officers to fill vacancies may take place at any regular or special COA Board meeting and shall be for the period of the unexpired term.*

##### **Section 2 Chair**

- a. The Chair shall be the chief officer of the COA Board, subject to the direction of the COA Board members.*
- b. The Chair shall preside over all meetings of the COA Board according to Roberts Rule of Order.*
- c. During the absence of the Chair, the Vice Chair or Clerk will, in that order, exercise the functions of the Chair.*
- d. In consultation with the COA Director, the Chair shall prepare an agenda for each monthly meeting.*

- e. The Chair or appointee shall post the agenda with the Town Clerk as required by Massachusetts General Law.*

### **Section 3      *Vice Chair***

*The Vice Chair shall assist the Chair in their duties and shall perform the duties of the Chair in their absence.*

### **Section 4      *Clerk***

- a. The Clerk shall record all meeting minutes and submit them for approval at the following meeting.*
- b. In the absence of the Clerk, the Chair may appoint a Board member as Clerk for said meeting.*

## **ARTICLE IX – COA DIRECTOR**

- a. The Director reports to the Paxton Town Administrator.*
- b. The Director recommendation and hires all staff positions and oversees all volunteers.*
- c. The COA Board is an advisory board to the COA Director. As such, the Board shall refrain from any supervisory and day-to-day operation of the COA.*
- d. The Director is responsible to the COA for carrying out all policies, programs, and initiatives for the seniors in the Town of Paxton*
- e. The Director is required to attend all monthly COA Board meetings.*
- f. In order to discuss confidential matters, the Director may request that the COA Chair call an Executive Session, according to Article VI, Section 4 of these bylaws*
- g. The Director shall submit to the COA Board at monthly meetings a report of its finances.*

## **ARTICLE X – AMENDMENTS**

*The COA Board shall have the power to amend these bylaws in the following manner: After being approved by a two-thirds vote of a full COA Board, the amendment(s) shall be presented at the next Town Meeting for approval by a majority of voters. When presented to the Town Meeting, the notice must be accompanied by a full text and the purpose of the proposed amendment.*

*After Town Meeting approval, the Town Clerk shall forward a copy of the amended bylaw to the Paxton Select Board. A copy shall also be sent to the office of the Massachusetts Attorney General for approval.*

## **ARTICLE XI – EFFECTIVE DATE**

*The effective date of these bylaws shall be the date approval is received from the Massachusetts Attorney General.*

**Article 14**  
**BYLAW**  
***Water Department Rules & Regulations***

Water use and rates are subject to hearings that are held on a yearly basis. Copies of regulations may be obtained from the Public Works Department.

DRAFT

## **Article 15**

### **BYLAW**

#### **Departmental Revolving Funds**

Add the following language to the Departmental Revolving Funds, Section 5 (G) as follows:

<b><u>A</u></b> <b>Revolving Fund</b>	<b><u>B</u></b> <b>Department, Board, Committee, Agency or Officer Authorized to spend from fund</b>	<b><u>C</u></b> <b>Fees, Charges or other receipts credited to fund</b>	<b><u>D</u></b> <b>Program or activity expenses payable from fund</b>	<b><u>E</u></b> <b>Restrictions or conditions on expenses payable from fund</b>	<b><u>F</u></b> <b>Other requireme nt / reports</b>	<b><u>G</u></b> <b>Fiscals years</b>
Town Building Rentals/Leases	Town Administrator	Rental/Lease fees for Town Buildings	Property Maintenance costs for rented Town Buildings	None, other than as set forth in 44, § 53E1/2, in this Bylaw, and by Town Meeting vote.	Annual reports	Fiscal Year 2025 and subsequent years

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator  
October 25, 2023

## BOARD/COMMITTEE OPENINGS

### **Boards, Committees, Commissions**

**Board of Appeals** – There is one two vacant associate position available for the Board of Appeals. Please see the [Town's website](#) for more information.

**Cable & Communications Committee** – There are currently two positions available on this committee. This committee is responsible for running and maintaining cable access TV channels, live streaming and recording government and community meetings. The committee currently meets monthly. Please see the [Town's website](#) for more information.

**DPW Building Committee** - The Town of Paxton has reconfigured its DPW Building Committee to update the charge and membership. This Committee will be instrumental in matching the Department of Public Works building infrastructure needs with the Town's financial constraints and the Community desires. There is currently 1 resident vacancies for someone with a marketing/advertising background available. Please see the [Town's website](#) for more information.

**Historic District Commission** - The Historic District Commission is a group of individuals committed to maintaining the historic integrity and aesthetic appeal of Paxton's treasured landmarks. We work to ensure that our town's rich history remains an integral part of its future. There is currently 1 opening. Please see the [Town's website](#) for more information.

[See the Town's Website for all openings and how to submit an application.](#)

## COMMUNITY HAPPENINGS

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

**Halloween Party** – Join the Paxton Lion's Club as they host a Halloween Party on October 31<sup>st</sup> from 6:30-8:00 PM at the Wentworth Field. The evening will include a Halloween Hayride, warmed apple cider, and popcorn, along with a costume parade.

**Trick or Treat** – The Town of Paxton will be having Trick Treat Hours will be 5pm -7pm on October 31<sup>st</sup>.

## DEPARTMENTAL UPDATES

### **DPW**

In order to clean our large water tank, the tank will need to be taken out of service, which will substantially reduce the amount

## **Town Administrator**

The Special Town Meeting (STM) is scheduled for Monday, November 20<sup>th</sup> at 7pm at the Paxton Center School. The approved warrant will be linked upon approval and signature of the Select Board. If anyone has any questions, please contact [hmunroe@townofpaxton.net](mailto:hmunroe@townofpaxton.net).

## **FINANCES**

### **FY23 Budget**

This update will cover the FY24 year until September 30th, 2023, our 1/4 point.

#### ***Revenues***

To be updated.

#### ***Expenses***

In many departmental lines we are right on schedule for FY24 expenses. We have started to experience some unplanned for expenditures and some numbers that are coming in higher than we expected.

#### ✓ **Running Over Budget (>30%)**

- ✓ *Expected and Planned for Front-loaded Expenses.* These are departments/expenses where we paid most if not the entire cost of a service at the onset of the fiscal year.

- Regional Planning Assessment (99.95%)
- Town Insurance (95.46%)
- Town Clock (90%)
- Retirement Assessment – 100%

- ✓ *Running higher than 30%, but front loaded costs. Anticipate still on track.*

- Municipal Info (IT) (58.10%)
  - Purchased Services – front loaded for subscriptions
  - Equipment – purchased upfront
- Regional Dispatch (45.43%)
  - 50% of assessment to Holden paid
  - Funds for annual contract for Fiber Maintenance remains (\$7k)
- Wachusett Assessments (WRSD) 49.87%
  - Right where we are supposed to be
- Debt Interest Excluded – 73.05%
- Debt Interest Non-excluded – 50%

- ✓ *Running higher than 30%. Will need to watch closely.*

- Street Lighting – 33.33%
  - Will need to watch this line. Will prices higher than we anticipated, expect this to be higher by around \$6k for the year.
- Waste Collections – 30.72%



- Will continue to monitor.
- Cemetery Commission – 69.64%
  - Running higher due to unanticipated \$1,800 costs thus far. Article for STM to add funds to the department.

- ✓ **Not Used to Date (0%) or Under (10%) No concerns**
  - ✓ Animal Control – Contacted Rutland for invoice
  - ✓ Tree Warden
  - ✓ Snow & Ice
  - ✓ Debt – Principal non-excluded
  - ✓ Short Term Interest
  - ✓ Town Report

### ***Internal Transfers***

In September, we did two internal transfers. One was from IT purchased services to IT equipment, moving some anticipated unused funds due to change of services to cover the cost of two new laptops and accompanying hardware for the Assessor and Treasurer/Collector in the amount of \$125. The second was a transfer from Cemetery supplies to Purchased Services for headstone repairs and water bills in the amount of \$1,109.49.

For a complete updated log of internal transfers, [please click here](#).

### **Grants**

#### ***New***

**Miia Risk Grant** – Applied to MIIA in the amount of \$10,000 for a trench box that can extend our current one for DPW. We should hear back by early November.

**Municipal Road Safety Grant** – The Police received the Municipal Road Safety Grant this year in the amount of \$19,648 from the National Highway Traffic Safety Administration. The funds will be used for extra traffic enforcement, Bike Rodeo and Alcohol Programs at the AMC.

#### ***FY24***

**ADA Grant** – We submitted a grant again for FY24 for ADA improvements at the COA, with the same details as last year and updated costs totaling around \$25k. We do not expect to hear back until the late fall.

**Recreation Earmark** – In the FY24 final budget, the Governor approved an earmark for \$27,000 for enhancements for the recreation department to include the following:

#### **Playground Repair and Mulch (\$4,000)**

The Town owns one public playground next to the Paxton Center School. During school hours, the students use the playground for recess. After hours, the

playground is utilized during the afterschool program and by members of the public. The playground needs more odds/ends maintenance to keep all parts safe. In addition, because of the after-school program, we must maintain a minimum level of 9 inches of mulch around all potential fall zones.

**2. Adjustable Basketball Hoops at the Paxton Center School (\$18,000)**

The Recreation program runs a basketball program at the Paxton Center School. The current basketball hoops do not allow for younger kids to play and require volunteers to tediously attach and manually lower basketball hoops for each game, which brings with it its own safety risk. If we were to replace current hoops with four adjustable hoops, that would make them versatile, serve both the basketball program and the students at the Paxton Center School, and would alleviate the chance of injury through manual adjustments.

**3. Wentworth Bathroom Repairs (\$5,000)**

The Recreation and Town own a bathhouse out by our Wentworth field. The bathhouse is used during games and during the Summer Program. The building is old and in dire need of repairs.

**SMRP Grant** – DEP awarded us a grant in the amount of \$3,500 to help with our recycling program for FY24.

**Town Common Earmark** – In the FY24 final budget, the Governor approved an earmark for \$50,000 for a design, feasibility, and traffic study for the town common/town center.

*Outstanding FY23*

**Community One Stop** – Applied for West Street. Expected decision late Fall 2023.

**Ambulance Certified Public Expenditure Program** –\$62,566 - Pending

**Libraries Transforming Communities: Accessible Small and Rural Communities.** \$20,000 project to support Sensory Processing Disorder.

**Community Compact (IT) Grant** –\$115,000 to support conversion to records management system, including scanning and electronically filing records.

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

**Hazard Mitigation Planning Grant** –\$4,455 reimbursable grant to update the Town’s Hazard Mitigation Plan.

**Small Bridge Grant (2019)** – Planning Grant Black Hill Road, extended until December 2023.

**State Earmark of Funds** – Zoning Bylaw rewrite, underway.

## **Procurement:**

*To do:*

- ✓ Records Building – Fence
- ✓ Town Common area drainage

## **PROJECTS**

**Black Hill Bridge Grant** – This project began in 2020 when the State approved a grant for the study on Black Hill Bridge with CHA. We have been through two extensions for this project with MassDOT, and have been assured by CHA that we will be able to complete the work before the end of this calendar year, which will line us up to apply for a construction grant.

While the study is underway, the State DOT and our consultant CHA both recommend consideration of closing the road over the bridge for safety reasons.

**DPW Earmark** – We are in the process of getting started on the State Earmark we received in the Spring for \$200k for the DPW building improvements. We are working closely with vendors for accurate quotes to include a replacement/new septic system for the DPW, two bathrooms, and some other modifications that will last for the long-term.

**The Hills at Paxton Commons** – A few months ago we received concerns from residents about the increase in monthly rates at the Hills. We reached out to legal counsel, our State Representative Kim Ferguson’s Office, and relevant state agencies. In the end, we confirmed that the Town and the Mass Housing Partnership have an interest in ensuring that the rental rates are affordable and comply with the current rent adjustment figures issued by the State. At this time, the Hills at Paxton Commons is in compliance with all requirements. Residents experiencing issues or concerns with rent prices at the Hills in the future are encouraged to reach out to the Town Administrator’s Office.

**Zoning Bylaw Earmark** – The work under the State Earmark we received in the Spring for \$75k has begun. Our Zoning Bylaw Steering Group met with CMRPC in July and again in August. Our first matter of business was to work on the MBTA Zoning bylaw, followed by conduct a survey of Town Residents, followed by an initial review by (ZBA, Planning, Town Services Coordinator, EDC, and Building Commissioner) on the current Zoning Bylaws and where changes and/or concerns exist.

Earlier this month, we worked with the Light Company to send out surveys to our residents/businesses in Town. Unfortunately, the third party company that does the mailing did not include the surveys in the August billing and it will not be included until September. In the meantime, we sent out an additional 500+ surveys to those who do not get a hard copy bill and have already received more than 50 responses.

## **JOB OPENINGS**

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

**Temporary Full-time benefited Mechanic/Heavy Equipment Operator-** The position for a temporary mechanic/heavy equipment operator has been posted. This person will fill in for our mechanic who will be on military leave for the next 12-18 months.