



TOWN OF PAXTON

SELECT BOARD MEETING
Thursday, November 16, 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 - Executive Session to follow regular meeting agenda items
2.	UPDATE FROM TOWN COMMITTEES/BOARDS /DEPARTMENTS
7:00PM	1.Richard Fenton – update from the Historical Commission. 2.Nick Powlovich – update from the Cable Committee. 3.Chris Stone – update from the Cemetery Commission.
3.	INTERVIEW WITH INTERIM TOWN ADMINISTRATOR CANDIDATE
7:15PM	1.Interview with Gary Goldberg in regard to the Interim Town Administrators position. 2.Interview with Jeffrey Wentzell in regard to the Interim Town Administrators position. 3.Discuss potential Interim Town Administrator candidates and next steps.
3.	CONSENT ITEMS
8:30PM	1.Approve the meeting minutes from the Regular Meeting held on October 25,2023 2. Approve the meeting minutes from the Executive Meeting held on October 25,2023 3.Accept disclosure form for Larry Spongberg to vote on Richards Memorial Library grant from the Cultural Council. 4. Accept disclosure form for Patricia Wheeler to vote on Richards Memorial Library grant from the Cultural Council. 5. Approve disclosure form for Anita Fenton to vote on Richards Memorial Library grant from the Cultural Council. 5. To accept the resignation of Anita Fenton from the Cultural Council effective 12/31/2023.
4.	NEW BUSINESS
8:35PM	1.Donation of stocks to Police and Fire Departments to be placed into their gift funds. 2.Amendment from Kettlebrook Golf Course Inc.to change the manager listed on the retail liquor license from Donald Marrone to Cara Cullen. 2. Review motions for the Special Town Meeting and make recommendations.
5.	OLD BUSINESS
6.	SELECTBOARD CORRESPONDENCE
7.	TOWN ADMINISTRATOR'S REPORT
8.	PUBLIC COMMENT

9.	EXECUTIVE SESSION
9:10PM	1. To conduct strategy with respect to collective bargaining for the Police Union. MGL Chapter 30A, Sec. 21 (3). 2. Executive session to discuss potential litigation concerning the Holden Dispatch contract. 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.

The meeting room is handicapped accessible. With advance notice the Select Board can arrange for reasonable accommodation for persons with other disabilities. To request assistance please contact the Town Administrators Office at 508-799-7347

Gary H. Goldberg, Esquire (Retired)

After 45 years of combined employment law and human resource experience, it is time to give back.

Education

Western New England University School Law, <i>Juris Doctor</i>	1988
Rutgers Graduate School of Industrial Relations, <i>Master's of Science in Labor Relations</i>	1980
Rutgers University, <i>Bachelor of Arts in Economics/Business Administration</i>	1977

Professional Experience

Chief Human Resources Officer

Tri-Valley, Inc., Dudley, MA, 2017 – December 2023

- A member of the senior leadership team for a 200-employee non-profit agency.
- Responsible for agency recruitment and orientation.
- Developed management training (TEAM UP and On Track).
- Restructured compensation and performance evaluation systems, and oversaw benefit administration.
- Managed employee relations, internal investigations and compliance, and recognition programs.
- Fiduciary for Tri-Valley's pension plans.

Director of Human Resources

Center for Living & Working, Inc., Worcester, MA, 2015 – 2017

- Developed and oversaw the performance and compensation management systems of 50 employees.
- Managed employee relations, internal investigations and compliance, and recognition programs.
- Led recruitment, management training, and policy development.

Solo Practitioner, Employment Law Attorney

Law Office of Gary H. Goldberg, Worcester, MA, 1990 – 2015

- Represented employers, employees, and unions in labor and employment law matters, including mediation.
- Negotiated employment and severance agreements.
- Provided annual training programs in all aspects of employment law.
- Counseled human resource personnel in employee relations, including appropriateness of discipline.
- Conducted internal investigations, policy development, and compliance with state and federal regulations.

Employment Law Attorney

Law Office of Robert Karns, Fall River, MA, 1989-1990

- Represented employees in employment law matters.
- Held role as Personnel Director for the firm.

Director of Human Resources

Fallon Clinic, Worcester, MA, 1984-1988

- Held role as Personnel Director for 800-1,000 employees and as multisite health care provider.
- Managed employee relations, compensation and benefits, orientation and training, and recruitment.
- Developed personnel policy development.

Director of Employee Relations

Alexian Brothers Hospital, Elizabeth, NJ, 1980-1984

- Oversaw the Human Resources Department for an 800-employee, 300-bed hospital.
- Managed employee relations, compensation, orientation, recruitment, and personnel policy development.

Mediator

MWI Mediation Training, 40 hours, 2013

Family Services of Central Massachusetts, Small Claims, 2014 (Volunteer)

Middlesex County Court Conciliation Training, 2014 (Volunteer)

Adjunct Professor, Employment Law

Bay Path College, Charlton, MA, 2007 – 2012

Author

Home Field Advantage, 2004

Associations

Worcester County Bar Association, Labor and Employment Law Section, Past Chair

Town of Paxton, Personnel Advisory Board, 2002-2005

Bar Association and Chamber of Commerce, Frequent lecturer in labor and employment law matters, 1995-2010

JEFFREY A. WENTZELL

PROFILE

Dedicated and capable global Risk Management leader with wide-ranging experience in providing the highest levels of Risk Management services with a focus on Anti-Money Laundering, Business Continuity, Compliance, Corporate Services, Crisis Management, Emergency Management and Physical Security. Experienced Non-Profit Board leader with significant municipal experience.

- | | |
|---|---|
| ✓ Agile and Scrum trained | ✓ Crisis Management subject matter expertise |
| ✓ Board and C-Suite level presentation experience | ✓ International business unit support to include Europe and Asia operations |
| ✓ Complex business unit experience | ✓ Restructuring and change agent experience |

EDUCATION & CERTIFICATIONS

M.B.A. MASTER OF BUSINESS ADMINISTRATION – 2005

NICHOLS COLLEGE, Dudley, MA

B.S. BUSINESS ADMINISTRATION, MINOR IN POLITICAL SCIENCE – 2003

WORCESTER STATE COLLEGE, Worcester, MA

CERTIFIED ANTI-MONEY LAUNDERING SPECIALIST (CAMS) - 2012

CERTIFIED BUSINESS CONTINUITY PROFESSIONAL (CBCP) - 2012

MEMBER BUSINESS CONTINUITY INSTITUTE (MBCI) – 2013

CERTIFIED SCRUM PRODUCT OWNER (CSPO) – 2019

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Incident Command System (ICS) levels 100, 200, 300, and 400

National Incident Management System (NIMS) levels 700 and 800

FEMA Emergency Management Professional Development Series, courses: (IS139, IS230, IS235, IS242, IS240, IS241 and IS244)

PROFESSIONAL EXPERIENCE

NATIONAL GRID, Waltham, MA 2021-Present

Director of Global Business Resilience and Crisis Management (US & UK) Managing the Business Resilience and Crisis Management functions of National Grid's United States and Europe operations. Responsibility for managing a team of Business Resilience and Crisis Management professionals and providing strategic oversight for the Business Continuity and Crisis Management programs. Served as Interim Head of Resilience and Crisis Management reporting to National Grid's Chief Engineer and currently support the Head of Resilience and Crisis Management in a Deputy capacity in his absence,

BOSTON PRIVATE BANK AND TRUST COMPANY, Boston MA 2019-2021

Vice President / Head of Business Continuity and Corporate Security Oversight and management of the Business Continuity and Corporate Security functions across the enterprise. Responsibility for managing a team including the Bank Security Officer, chairing the Business Continuity Steering Committee, and leadership for all facets of the Business Continuity / Physical Security programs. Provided executive level

leadership on general risk programs reporting to the Chief Risk Officer. Managed the Banks' multi-month response to the Covid-19 pandemic and chaired the Crisis Management Team throughout the event.

FIDELITY INVESTMENTS, Smithfield, RI 2012 – 2019

Sr. Risk Manager - Business Continuity Supported several of Fidelity's largest Business Units to include responsibility for Incident Management, Business Impact Analysis, Business Continuity plan development, vendor risk assessments and Crisis Management. Provided 24x7x365 on-call support for 10 regional campus locations and more than 200 Fidelity Investor Centers. Hands-on support for such major events as Hurricane Sandy, the Boston Marathon Bombing and dozens of other major weather, technology and utility events.

FIDELITY INVESTMENTS, Merrimack, NH 2010-2012

Senior Anti-Money Laundering Investigator Completed Suspicious Activity Reports ("SARS") and work on wide ranging Anti-Money Laundering and fraud investigations to include case work in the following areas: adverse media, check fraud, high risk locations, insider trading, market manipulation, money movement, securities fraud, structuring, subpoenas, and other regulatory inquiries.

FIDELITY INVESTMENTS, Marlborough, MA and Smithfield, RI 2002 – 2010

Security Representative and Security Operations Team Leader Furnished security services to a staff of approximately 3500. Day-to-day responsibility for mitigating site risks and maintaining a safe and secure workplace. Assisted Regional Security Manager in all functions of operational security management to include day-to-day quality assurance of site security and the supervision of a staff of approximately 20 associates.

TOWN OF PAXTON, Paxton, MA 2006 - 2009

Emergency Management Director Coordinated the Emergency Management program during both emergency and non-emergency time periods, including advising the Board of Selectmen and Town Administrator on Emergency Management strategy. Served as the Incident Commander for the town wide response to the significant Ice Storm of December 2008. This storm was the most impactful natural disaster to impact the community in 50-75 years. The storm resulted in all town residents being without power and caused catastrophic damage to the town's utility infrastructure. The eight-day response involved the coordination of various utility crews, the National Guard, state and local resources and shelter operations.

COMMUNITY AND NON-PROFIT SERVICE

- Wachusett Regional School Committee, Elected Member (1999-2001)
- Town of Paxton:
 - Personnel Advisory Committee (2004-2009)
 - Zoning Board of Appeals (2004-2009)
- City Year Mentor, Manchester, NH (2011-2012)
- Non-Profit Board Service
 - A Wish Come True Inc., Warwick, RI (2009-2011 and 2012-2014)
 - Segue Institute for Learning, Central Falls, RI (2013-2015)
Co-Chairman, Board of Directors
 - Common Cause Rhode Island, Providence, RI (2015-2016)
 - Family Services Rhode Island, Providence, RI (2016-2017)
 - Greater Providence YMCA, Providence, RI (2016-2017)
Chairman Audit and Risk Committee
 - Adams Public Library, Central Falls, RI (2016-2019)
President, Board of Directors



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

Wednesday, October 25, 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 7:05pm. 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

Interview with Charles Blanchard for Interim Town Administrators position

- **(JP)** Provided an update on where we are in this process. We are interviewing two candidates tonight and then two more at our next meeting. Then we need to seek funding for the position and then connect back to get things into place. That being said my first question for you is our most valuable asset is our employees. How do you work to develop a good rapport for a short-term assignment?
- **Charles Blanchard** – I would meet with individual employees to discuss what their goals are. Facilitate the work they do and help support them. In each community I work to develop a good rapport with the employees. They are the key to the whole operation.
- **(JP)** Tell us about your municipal budgeting experience. How have you managed deficit situations in the past?
- **Charles Blanchard** – I reviewed and looked back at the budgets. When I was here before there was one year, we had a big deficit and we sat down and looked at procedures to find the best way to balance the budget. You start with getting a good handle on what the revenues are, and a lot is understanding the process and what the items are.
(JP) What else might you bring to the table as an interim TA? How have you helped moved municipalities forward during your assignment (or otherwise)?
- **Charles Blanchard** – After I retired from Paxton within 6 months I became the interim Town Administrator in Palmer. I can meet the needs that come up short term. I have been able to fill any position that is needed. recognize what the problems are and resolve them.
- **(JP)** Do you have experience working with Microsoft OneDrive and are you familiar with the process of sharing files and collaborating on documents within a Teams channel?

- **Charles Blanchard** – Yes, I am familiar with and understand how to use them. I understand the benefits of being able to share files amongst individuals.
- **(JP)** What do you feel uniquely qualifies you for this interim position?
- **Charles Blanchard** – My familiarity with the Town. It is a great community. I have gone into three other communities in this capacity. My experience over the years has allowed me to understand both sides and what the issues really are.
- **(CR)** Are you confident that you will be available for this position in January and February?
- **Charles Blanchard** – Right now I am. There is some discussion that there might be some more change in the current community that I am in. By the time you make a decision and get the funding that will be resolved, I will know my availability.
- **(CR)** Would you have any problem working as an interim where the same person leaves and comes back?
- **Charles Blanchard** – It is much less of an issue when the same person is leaving and coming back. It is much harder to try and bring in a new person. It is more of a responsibility when you are helping a town move towards a new Town Administrator.
- **(JP)** Why are you interested in an interim position with such a short term?
- **Charles Blanchard** – I just really enjoy doing this.
- **(CR)** Do you think 19 hours is enough?
- **Charlie Blanchard** – I do think it is a little on the low side. Something comes up, it is a 24/7 job. You get paid for the hours that you do. I do think some weeks would be closer to 25 to 30 hours but that's part of the job. You have to do what you need to do to get the job done.
- **(CR)** I agree. I have always seen it as a 24/7 job. What do you think about coming in at the busiest time?
- **Charles Blanchard** – I have no problem with coming in at a busy time. I just appreciate the opportunity to be here.

Interview with Ross Perry for Interim Town Administrators position

- **(JP)** Provided an update on where we are in this process. We are interviewing two candidates tonight and then two more at our next meeting. Then we need to seek funding for the position and then connect back to get things into place.
- **Ross Perry** Thank you for inviting me out here. If I may take a moment, I would just like to say that even though this position is relatively short term it is still important that the Town Hall maintain the service that the taxpayers deserve. Look at, how do we better serve our customers. Focus on providing and supporting the infrastructure of the town. Enabling the employees to do their job efficiently. Make sure they have the right tools and training for the job. We are right in the middle of budget season so my focus will be budgets. I would seek some direction from the Board and having worked as an interim before we have to understand not everything is going to get done.
- **(JP)** Our most valuable asset is our employees. How do you work to develop a good rapport for a short-term assignment?
- **Ross Perry** An open-door policy. People should be able to come to see us any time they want. Make morning rounds to see how everyone is doing. I will talk to all the departments about their budgets. I understand we may need to cut some place so we will look at that together.
- **(JP)** Tell us about your municipal budgeting experience. How have you managed deficit situations in the past?

- **Ross Perry** I would look at everything that goes into the expense column. Big dollar increases. Has there been an RFP done on health insurance? Look at revenues. Double-checking the growth from the assessors, local permitting, could it be better. Every dollar on the revenue side relieves the expense side.
- **(JP)** What else might you bring to the table as an interim Town Administrator? How have you helped moved municipalities forward during your assignment (or otherwise)?
- **Ross Perry** Hard work. I am stubborn when it comes to finding a solution. Work hard in looking at what needs to get done in 19 hours.
- **(CR)** That was one of my questions, do you think 19 hours is enough?
- **Ross Perry** With only 8 weeks we would have to see what we could accomplish. Advocate for town employees and departments. Make sure that they have what they need to do the job. Use the Select Board Chair as a sounding board. Provide solutions to any problems that come up. I would like the Board not to have to be involved in the day-to-day operation of the Town.
- **(JP)** Do you have experience working with Microsoft OneDrive and are you familiar with the process of sharing files and collaborating on documents within a Teams channel?
- **Ross Perry** I do use one drive. Not a lot of experience with Teams. Hopefully, the town will provide a laptop to work with.
- **(JP)** What do you feel uniquely qualifies you for this interim position?
- **Ross Perry** Budgets and dealing with people. Working with the Finance Committee and looking at capital items and how to fund them. I have provided recommendations on how to pay for capital items. Would like to be involved in that next meeting if selected.
- **(JP)** Why are you interested in an interim position with such a short term?
- **Ross Perry** I like the interim position. I enjoy the shorter hours and it fits my schedule with only 19 hours. I am not worried if I need to work a little more but would like to stay close to that.
- **(JP)** Any concern about the same Town Administrator coming back?
- **Ross Perry** No I think that is great. I would have someone that I could talk to, so I think that makes the transition work better that way. I would protect and preserve what she is doing for when she gets back. Notification would be after the Special Town Meeting and the start date would be no later than the week before Christmas.

Vote on the intent to lay out the public way for Olivia Knoll

- **(JP)** The Planning Board met and recommended the layout of Olivia Knoll.
- **Motion (KH) seconded (CR) to approve the lay out the public way for Olivia Knoll. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

- *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.

Medex 2	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%

- **Motion (KH) seconded (CR) to accept the renewal rates for the retiree's health insurance for the calendar year 2024. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Review warrant articles for the STM

Article #1 Water Enterprise

- 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# 2 Free Cash – 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.
- (CR) Funds could be taken from the cemetery special accounts.
- **Mark Love** All these articles will need to go before the Finance Committee to review as well. Concerning that questions 2 through 7 could be difficult to pass with the Finance Committee. I think the heading of free cash should be changed. Concern of using too much free cash in FY24.
- (HM) The idea is not to deplete the reserve funds because these fall under unanticipated expenses.

Article #3 – transfer – 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 #4 – Free Cash – Fund Interim TA

- To see if the Town will transfer \$12,000 from FY24 Free Cash for the compensation for ; or act in any way thereon.
- (JP) Go up to \$15,000 at this time and change it on the town meeting floor if we need to.

Article # 5 - Free Cash – PSC 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.
- **Mark Love** We can discuss at the Finance Committee meeting about the use of the Capital Depreciation fund for this item.
- (CR) I would like to hear what the Town Accountant would say about doing this type of transfer. As long as we agree \$20,000 is the sum, we can change the source of funding at the town meeting.

Article #6 – 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 #7 – Water Enterprise

- 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:

Article #8 – 5-year Contract

- 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 #9 – 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 #10 – Establish enterprise fund for 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.
- **(CR)** I do not think we need this. We do not have deficits in the accounts, and it adds additional work onto the Town Accountant.
- **(KH)** What is the benefit and liability?
- **(CR)** No liability. We have had this fee in place, and it has not been a problem.
- **(HM)** No liability. We would separate it out on both the revenue and expense side. Allows the rates to stay more stable and allows for the program to potentially expand. It keeps it a lot cleaner, and the money is staying in for the purpose of trash.
- **(JP)** What is the additional lift for our employees?
- **(CR)** At the moment it is going into local revenue. It is not a heavy lift, but it does increase the work for the Accountant and Treasurer.
- **(JP)** I could go either way. I see the benefit of doing it. It is a tough one.
- **(HM)** The benefit in doing it now rather than at the annual meeting is it would not go into effect until the following year.
- **(JP)** Consensus on keeping it or waiting till the Annual Town Meeting?
- **(KH)** Keep it,
- **(CR)** Wait until the Annual Town meeting, I would rather direct it at an Annual Town Meeting as well rather than a Special Town Meeting.
- **(KH)** Then I will agree because we would get more community participation at the Annual Meeting.
- **(HM)** I will remove this article.

Article #11 – WRSD agreement

- 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 #12 – Bylaws – COA

(HM) Redline version back from town counsel and forwarded that to Anita Fenton and with the changes that were requested the COA Board will put that on the Annual Town Meeting once they have reviewed it. So, we will take this article off.

Article #13 – Bylaw – water regulations

- To see if the Town will vote to accept the proposed Water Regulation Bylaw, as attached, or take any related action there to
- (HM) This will not be ready until the ATM, so we will take this article off.

Article #14 – Bylaw – Revolving fund

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.

- Motion KH second CR to approve the articles according to the intent and modifications by Town Counsel. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.

Close the warrant for the Special Town Meeting

- Motion (KH) seconded (CR) to approve the closing of the warrant for the Special Town Meeting to be held on November 20, 2023. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.

TOWN ADMINISTRATORS REPORT

Boards, Committees, Commissions

Board of Appeals – There are one or 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 31st 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 31st.

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 20th 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.

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 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.

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.

Public comment

- None

ADJOURN

- **Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 9:29pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.**
- **Returned to Regular Session at 10:16pm**
- **Adjourned Meeting at 10:16pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- **The next meeting is scheduled for November 13, 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

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	LARRY C. SPONBERG
Title or Position:	CLERK
Agency/Department:	FRIENDS OF RICHARDS MEMORIAL LIBRARY
Agency address:	44 RICHARDS AVE.
Office Phone:	
Office E-mail:	RICHARDS@CWMAHS.ORG
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	CULTURAL COUNCIL GRANTS FOR FUNDING
What responsibility do you have for taking action or making a decision?	NOTE ON GRANTS
Explain your relationship or affiliation to the person or organization.	CLERK OF FRIENDS
How do your official actions or decision matter to the person or organization?	SOME THE STAFF OF RICHARDS MEMORIAL LIBRARY CAN MAKE REQUESTS TO THE CULTURAL COUNCIL

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	11-01-2023

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Patricia Wheeler
Title or Position:	Membership Chair
Agency/Department:	Friends of Richards Memorial Library
Agency address:	44 Richards Ave
Office Phone:	
Office E-mail:	richards@cwmarc.org
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	Cultural Council Grants for funding for Richards Memorial Library programs.
What responsibility do you have for taking action or making a decision?	Vote on grants
Explain your relationship or affiliation to the person or organization.	I am on the board of FRML
How do your official actions or decision matter to the person or organization?	I will judge fairly on funding for the library.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Patricia Wheeler</i>
Date:	<i>11/1/2023</i>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Anita Fenton
Title or Position:	Member
Agency/Department:	Paxton Cultural Council
Agency address:	17 West St.; Town Hall 697 Pleasant St. Paxton, MA
Office Phone:	
Office E-mail:	
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	I am also the President of the Friends of Richards Memorial Library. The Library has submitted grant applications which I must judge.
What responsibility do you have for taking action or making a decision?	I am a voting member of the Cultural Council.
Explain your relationship or affiliation to the person or organization.	President - FRML which allows supplies funding to the Library
How do your official actions or decision matter to the person or organization?	I am voting to approve or disapprove Library grant applications for funding.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	I know I am able to access the value of these grants to the town residents regardless of grantee.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	Anita Einton
Date:	10/31/2023

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



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

NOTICE OF RESIGNATION FILED WITH TOWN CLERK

TO: Heather Munroe, Town Administrator	
Select Board <i>(Appointing authority)</i>	Cultural Council <i>(Remaining members of board or comm.)</i>
Person Resigned: Anita Fenton	Office Resigned From: Cultural Council
Date Resignation Filed: 10/31/2023	Effective Date: December 31, 2023
Date of Term Expiration: June 30, 2026	Period of Full Term: 3 Years

Chapter 41, Section 109, General Laws

"No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town or district clerk or such later time certain as may be specified in such resignation. Upon receipt of a resignation the clerk shall notify the remaining members, if the resignation is received from a board of two or more members, and he shall further notify the executive officers of the town or district and such notification shall include the effective date of the resignation..."

Date of notice: 11/01/2023

ATTEST:

Lauree Becker
Town Clerk



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

RECEIVED
11-6-2008
9:10 AM



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name

Municipality

ABCC License Number

Kettlebrook Golf Course, Inc.

Paxton

00012-CL-0954

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name

Title

Email

Phone

Cara F. Cullen

Treasurer

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name Cara F. Cullen

Date of Birth (

SSN

Residential Address

405 Prospect Street, West Boylston, MA 01583

Email

Phone

Please indicate how many hours per week
you intend to be on the licensed premises

60

Last-Approved License Manager

Donald J. Marrone

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

☒ Yes ☐ No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
08/12/1988	Present	Controller/Manager	Wachusett, Inc.	Cara F. Cullen
01/23/2008	Present	Treasurer/Manager	Kettlebrook Golf Course, Inc.	Cara F. Cullen

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

Cara F. Cullen

Date 10/30/2023

APPLICANT'S STATEMENT

I, Cara F. Cullen the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory
of Kettlebrook Golf Course, Inc.
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Cara F. Cullen

Date: 10/30/2023

Title:

Treasurer

TOWN OF PAXTON
COMMONWEALTH OF MASSACHUSETTS
SPECIAL 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:

FY23 FINANCE ARTICLES

Article 1. WATER ENTERPRISE -Prior Year Bill

To see if the Town will vote to appropriate \$21,246.64 from FY24 Water Retained Earnings for the payment of a prior year bill from the City of Worcester Water Department; or act in any way thereon.

Article submitted by the Water Commission.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

FY24 FINANCE ARTICLES

Article 2. Transfer– Revise Cemetery Commission

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

Article submitted by the Cemetery Commission.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

Article 3. Transfer– Elections/Registrars

To see if the Town will vote to increase the Elections/Registrars FY24 Department Budget, as voted at the June 5, 2023 Annual Town Meeting under Article 15, by transferring \$6,000 from FY24 Free Cash or any available funds 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 4. Transfer– Fund Interim Town Administrator

To see if the Town will vote to increase the Town Administrator FY24 Department Budget as voted at the June 5, 2023 Annual Town Meeting under Article 15, by transferring \$15,000 from FY24 Free Cash or any available funds for the compensation of an Interim Town Administrator; or act in any way thereon.

Article submitted by the Select Board.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

Article 5. Transfer– Public Safety Generator Repairs

To see if the Town will vote to increase the Public Building FY24 Department Budget, as voted at the June 5, 2023 Annual Town Meeting under Article 15, by transferring \$20,000 from FY24 Free Cash or any available funds 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 6. Transfer - Replacement DPW Mower

To see if the Town will vote to transfer the sum of \$4,613 from FY24 Free Cash or any available funds to 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 7.

WATER ENTERPRISE - Water Department Receipts

To see if the Town will vote to amend the vote taken at the June 5, 2023 Annual Town Meeting under Article 4, 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	\$1,134,493

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

Departmental receipts	\$1,087,316
-----------------------	--------------------

FY24 Water Retained Earnings	<u>\$47,177</u>
------------------------------	------------------------

Or act in any way thereon.

Article submitted by the Water Commissioners.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

ADMINISTRATIVE

Article 8.

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 term not to exceed five years; or act in any way thereon.

Article submitted by the Town Administrator.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

Article 9. 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 act in any way thereon.

Article submitted by the Select Board.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

Article 10. WRSD AGREEMENT - Amend

To see if the Town will vote to approve a proposed amendment to the Wachusett Regional School District Agreement, to modify sections 1.1, 1.7, and 1.8 as attached, or act in any way thereon.

Article submitted by the Wachusett Regional School Committee.

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

BY-LAWS

Article 11. 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 act in any way thereon.

Article submitted by the Town Administrator

Selectboard recommendation TBD.

Finance Committee recommendation TBD.

This page is intentionally left blank.

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, fourteen 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 25th 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	8
Article 10	WRSD Agreement Proposed Amendment	9
Article 11	Revolving Fund Proposed Bylaw Amendment	14

**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

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
AMOUNT DUE		\$55,925.00

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

PAYMENT DUE

08/09/2023

AMOUNT DUE

\$55,925.00

AMOUNT ENCLOSED

34,678.36

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



1/2 8254

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:

Individual Member Weighted Factor per Member Town	Census Population	Percentage of Combined Population	Committee Members	Total Votin g Weigh t	Weight per membe r
Total 5 Towns	45,438	100%	16	16	
HOLDEN	19,905	43.81%	6	7.01	1.16

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

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:

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

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 11

BYLAW

Departmental Revolving Funds

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

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from fund	<u>C</u> Fees, Charges or other receipts credited to fund	<u>D</u> Program or activity expenses payable from fund	<u>E</u> Restrictions or conditions on expenses payable from fund	<u>F</u> Other requirement / reports	<u>G</u> Fiscals years
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