



TOWN OF PAXTON

SELECT BOARD MEETING Monday, January 22, 2024 – 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
2.	CONSENT ITEMS
7:00PM	1. Approve the meeting minutes from the Regular Meeting held on December 11, 2023. 2. Approve the meeting minutes from the Executive Meeting held on December 11, 2023. 3. Approve revised meeting minutes from the Regular Meeting held on August 8, 2022. 4. Appoint Charles Blanchard to the Cable Committee until his position as the Interim Town Administrator is complete.
3.	NEW BUSINESS
7:05PM	1. Source procurement for IT Services to Suzor IT for the amount of \$44,550 for FY25 July 1, 2024, to June 30, 2025. 2. Vote to call Town Caucus on March 11, 2024, at 7pm at Paxton Center school. 3. Vote on recommendation for early voting in-person for the 2024 Presidential Primary in February, the 2024 State Primary in September and the 2024 Presidential Election in November as presented by the Town Clerk.
4.	SELECTBOARD CORRESPONDENCE
5.	TOWN ADMINISTRATOR'S REPORT
6.	PUBLIC COMMENT
7.	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



Town of Paxton
Board of Selectmen
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dparsons@townofpaxton.net

Regular Meeting Minutes

Monday, December 11, 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 7:01pm. We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning.

CONSENT ITEMS

- 1. Approve the meeting minutes from the Regular Meeting held on November 16, 2023.
- 2. Approve the meeting minutes from the Executive Session on November 16, 2023.
- 3. Approve the meeting minutes from the Special Meeting held on November 20, 2023.
- 4. Approve the meeting minutes from the Regular Meeting held on November 27, 2023.
- (JP) Hearing no other comments, all consent items have been approved.

NEW BUSINESS

Discuss the SCM Elder bus option for senior transportation for FY25.

- **Cindy Love** COA Director presented an alternative form of transportation for the Town's senior population. We have seen a decrease in ridership. We decided to cut it down to three days a week with more hours a day. We do about 3 or 4 trips a day. 20 people that use the van on a regular basis. Our current expenses include compensation, maintenance, gas, insurance, and the phone so we are just breaking even. A couple of months ago SCM contacted Heather and we met with them a couple of times and it seems very promising. I think the only downside would be that our residents will not be calling me on a regular basis so we may lose some of that personal touch. There would be no charge to the town for the next 2 years. SCM charges \$1.50 per ride and we are charging \$7.00. The SCM van is handicap accessible and available to non-seniors as well. Some seniors need assistance, and we cannot provide that. So, this would be more access and better access. Our board met last Wednesday, and they all voted in favor of it. I have spoken to the van drivers as well, so they know what we are looking at. Elder bus is similar to the way we operate. One town out and medical appointments. They will come and meet our seniors and talk to them and we

would have a transitional period as well. We do have some volunteers that would be able to accommodate those that may need help after hours or on the weekend.

- **(JP)** When would it start.
- **Cindy Love** July 1st with the new budget year. Time to prepare and get ready for that transition period. Keep our van on the road for a bit just to make the adjustment for our seniors.
- **(KH) motion (CR) second to approve the SMC Elder bus for the start of July 1, 2024. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

Mike Pingitore presentation on ambulance billing and old debt write off report (full presentation is on file in the Select Board office).

- Presented FY24 EMS debt cancellation.
 - Uncollectable debt 2013-2017 \$259,754.10
 - decreased patient with coastal billing cycle \$10,862,63
- EMS Regulations
 - Mass office of EMS
 - MGL 111C, 105CMR 170
 - Centers for Medicare and Medicaid services
- EMS Collectibles
- Call Volume
- Billing rates and reimbursement
- Billing Procedure Overview
- Factors contributing to outstanding billing balances.
 - Private Insurance
 - Subsidized and government insurance.
- PFD billing history
- Revenue
- Statue of limitations for debt collections MGL 260
- Current outstanding balance with Coastal Billing \$275,475.97 and First Financial \$174,154.11.
- Uncollectible debt – total amount to write off: \$270,436.73.
- **(JP)** We are looking to approve the amount to be written off. There is a six-year limitation onto what we can write off.
- **Neil Bagdis** I hear that most towns are closer to 80% of collections. Those results are excellent.
- **Mark Love** The Finance Committee would like to take some credit for this as well. Why are we carrying these and what is the likelihood that we would collect them? If we have to eat it let us eat it because we are looking at the special revenue funds to see what could help the Fire Department to acquire equipment but if it is not going to be converted to cash, then let us write it off. Now you have a handle on it and clean up 2018 through 2023 and let us see what we have to deal with.
- **(KH) motion CR second to write down the \$259,754.10 in uncollected debt. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

Discuss Comp Time and Direct Deposit policies.

- (JP) Pass over these items at this time.

Review and approve December licenses

Liquor

- Paxton Market Place – All Liquor
- Paxton Sports Center - Club
- Paxton Liquor Store – All Liquor
- Anna Maria College - Club
- Kettle brook Golf Course – Club
- American Legion – Veterans Club

Auto Body Shops

- Paxton Auto

Class II Car Sales

- Paxton Auto
- Pimental Realty Trust

Common Victuallers

- JLC Donuts Inc.
- Paxton Sports Center
- Paxton House of Pizza
- Paxton American Legion
- Paxton Marketplace
- Kettlebrook Golf Course
- Sodexho
- 10 West Market
- Theo's

Packaged Goods

- Paxton Sports Center
- Paxton Liquor Store
- Paxton House of Pizza
- Paxton Marketplace

Above Ground Tanks

- Anna Maria College
- Worcester County Memorial
- Kettlebrook Golf Course
- Industrial Tower & Wireless
-

- **Motion (KH) seconded (CR) to approve the renewal of the 2024 licenses. Hold liquor licenses until all inspections are complete. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

Review and sign Trash liens

	Trash		lien fees		TOTALS
<u>Cust#</u>					
1234	\$	243.00	\$	100.00	\$ 343.00
2170	\$	177.00	\$	50.00	\$ 227.00
2776	\$	122.72	\$	50.00	\$ 172.72
2889	\$	140.72	\$	100.00	\$ 240.72
3031	\$	243.00	\$	100.00	\$ 343.00
3411	\$	155.00	\$	100.00	\$ 255.00
3741	\$	128.00	\$	50.00	\$ 178.00
3772	\$	129.39	\$	100.00	\$ 229.39
	\$	1,338.83	\$	650.00	\$ 1,988.83

- **Motion (KH) seconded (CR) to approve the trash liens as presented. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

Town Administrator update

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.

DEPARTMENTAL UPDATES

COA

Van service – We have begun looking at the possibility of phasing out the way we currently provide transportation services to our seniors and working with SCM Elder Bus to take over the service. Over the past few years, we have seen the use of the van and overall ridership drop. We currently charge seniors \$7 roundtrip; our COA Director Cindy spends numerous hours each week serving as dispatch and coordinating with drivers and riders for the three days a week that we provide service. We currently serve between 20-25 total unique riders per year.

Our current expenses for the service include wages for bus drivers, insurance, gas costs, repairs, and maintenance, averaging around \$19k per year, with a collection of about \$2.5k a year in fees, which incurs approximately a \$16.5k difference between expenses and revenues.

SCM Elderbus contracts with Worcester Regional Transit Authority (WRTA). The way their program works is that they would continue to serve the town three days a week and have more specific pickup and drop off times. When they charged for rides, it was \$1.25/1.50 each way, or \$2.50 round trip. At least until June 30, 2024, they are not currently charging for service to seniors. Their program also provides services to residents who have a disability and may not be a senior. Like Paxton, they generally keep service to within the bordering Towns to Paxton.

The assessment for the costs of the transportation service would be created at the end of each fiscal year and would not be paid by the town until two fiscal years after the completion of the serviced one and would be found on the State Assessment section of the Town's annual cherry sheet. For example, if the service began in FY25, we would not be assessed until FY27. They currently assess Town is at approximately 20% of their actual costs for providing a ride. Based on reviewing other community figures, we calculated about \$10 per each one-way ride as the assessment. If we continue to average around 450 single way trips a year, our annual assessment would be around \$4,500.

From a senior service perspective, we would be able to provide our riders with a handicap accessible means of transportation that may well expand those able to use the service to include those less steady on canes, walkers, and wheelchairs. The change of service would free up time for our Director to shift focus to outreach, programming, and other needs.

From a financial perspective, we would realize immediate savings in the cost for the transportation service, of at least \$16.5k (taking into consideration current fees collected) a year. In addition, we would like to know the cost of our assessment in advance to allow us to better budget and forecast our expenses. Lastly, this would allow the COA to refocus some of their budget to increase programming, outreach hours, and food pantry costs.

The COA Board met last Wednesday and voted to support the transition to SCM Elderbus. The next step is to receive support from the Select Board for the transition. If supported, the COA Director and TA will work with providing information sessions along with SCM Elderbus, working with current riders, and starting a slow transition as early as Spring.

Building

In November, the Building Department had twenty-four permits pulled, which is two less overall permits from last month and the lowest number of actual building permits, 6, since July of this year. The six building permits constituted: kitchen/bathroom remodel; two roofs; one garage repair; one garden shed; and siding. FY24 permits for the department are higher than FY23 by one, but lower than FY22 by twelve. Overall, calculating through the end of October, Building Permits themselves have netted approximately \$12,500, or about one half of what we have expected for the year. This trend could stay up or cool down over the winter months, only time will tell.

Permit	July	August	September	October	November
Building	16	8	16	13	6
Electrical	9	14	9	5	6
Gas	1	0	3	2	4
Plumbing	5	4	2	4	6
Sheet Metal	0	1	0	1	0
Wood Stove	2	0	1	1	2
TOTAL	33	27	31	26	24

DPW

After many years serving the Town of Paxton, Gary Richards will retire as Highway Foreman on December 31st.

The winter season has begun and the parking ban bylaw is now in effect, read more details [here](#).

Finance Offices

Our Tax Rate for FY25 has been certified and the Treasurer/Collector is working on having bills printed.

Library

The Library is working with the roofing company to schedule time to get the roof work completed asap so we can then have the gutter work completed before inclement weather hits us.

Treasurer/Collector

Our part-time Assistant Treasurer/Collector, Amanda DeRezendes, will be leaving us on the 18th of December. We appreciate all of her hard work and wish her well in her future endeavors. The position is expected to be open and posted in the upcoming weeks.

Town Administrator

My last day before leave is currently scheduled for December 14th. Our office is wrapping up the FY25 budget compilation for the Finance Committee, the five-year Capital Plan Forecast for CIPC, and a multiple grant/earmark paperwork to allow projects to commence.

FINANCES

Grants

Updates

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); Adjustable Basketball Hoops at the Paxton Center School; and Wentworth Bathroom Repairs (\$5,000). The contract has now been submitted by the Town and upon signature of the State, we will be able to proceed.

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. The paperwork has now been submitted for this earmark and the work can begin.

DPW Earmark – In the FY23 budget, the Town was awarded ARPA funds from the State in the amount of up to \$200k for work for the DPW building. Our draft budget to the State was submitted this week and approved with contracts being finalized. Once given the go ahead, we have until 2026 to complete the project. The project is scheduled to include design/permits/procurement septic system design, install, related work at the DPW, purchase of permanent bathroom trailer unit, and the purchase and install of an electronic gate, along with miscellaneous safety repairs as funds may permit.

MIIA Wellness Grant – We have applied for a grant for approximately \$5k for MIIA wellness. The grant includes air filtration filters, orthopedic chairs, carpet replacement, fresh produce for staff, and training funds. We should hear within the next month or two if we have received the grant.

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. As of 12.08.2023, we are still waiting to hear on any awards and have checked in again with the state on any possible updates to the award date. (*Updated 12.09.2023*)

Barre Charitable Savings Trust Grant – The library received a \$950 grant for museum passes for use by patrons.

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

Outstanding FY23

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. This grant will run until December 2024. (*Updated 12.09.2023*)

Hazard Mitigation Planning Grant –\$4,455 reimbursable grant to update the Town's Hazard Mitigation Plan. Final paperwork for the grant award has been submitted to MEMA and work should be scheduled to begin shortly. (*Updated 12.09.2023*)

Small Bridge Grant (2019) – Planning Grant Black Hill Road, extended until December 2023. Working with Mass DOT, we are in the process of modifying our current contract for this grant. We will instead be turning from our current consultant to working with Mass DOT consultant who will manage the project and work. We are expected to be able to apply for the next round of funding next fall. (*updated 12.09.2023*)

State Earmark of Funds – Zoning Bylaw rewrite, underway. The Steering Committee is now working on the Subdivision rules and regulations and some definitions.

Procurement

: *To do:*

- ✓ Records Building – Fence
- ✓ Town Common area drainage
- ✓ Septic System DPW – Earmark
- ✓ Recreation Earmark (Basketball Hoops)

JOB OPENINGS

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

Assistant Treasurer/Collector – Upcoming opening for a part-time Assistant Treasurer/Collector

Public comment

Neil Bagdis – Thank you for the closure of Brigham Rd for the winter season.

ADJOURN

- **Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 7:47pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.**

- Returned to Regular Session at 11:00pm
- Adjourned Meeting at 11:00pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes
- The next meeting is scheduled for January 8, 2024, 7:00pm.

Documents from the Meeting filed in BOS office:

Agenda

Attendance list

Town Administrators update

Ambulance billing and old debt write off report

Respectfully submitted,

Donna Graf-Parsons
Executive Assistant



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Board of Selectmen
697 Pleasant Street, Paxton, MA 01612
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Regular Meeting Minutes (Revised)

Monday, August 8, 2022

Meeting Location: John Bauer Senior Center 17 West 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.

CONSENT ITEMS

- (JP) Establish a new agenda format. Place consent items that we feel all members would be in favor of together and vote on them as one unit. We can pass on any items you do not want to include. We can establish a rule that it would all get passed provided there are no objections and then we don't have to make a motion.
- **Motion (KH) seconded (CR) to establish a special rule of order that consent items will be approved baring no objections. Unanimous, all in favor.**

Consent items:

- Sign election warrant for the state election
- Appoint Election Workers from August 15, 2022, to August 15, 2023
- Appoint Catherine Frasco to the Anna Maria Scholarship Committee (expires 06/30/2023)
- Appoint Kristin Steinmetz to the Paxton Cultural Council (expires June 2025)
- Appoint Kathryn Mahoney as a full member of the COA Board
- Approve request from Paxton Police to hold bike rodeo at Paxton Center School.
- **Approve posting location at Post Office for Early Voting information as requested by Town Clerk.**
- Approve in accordance with MGL c.54 c.Sec72 to have police coverage for polling location
- Approve meeting minutes for 7/18/2022
- (JP) Any discussion on any of the consent items. Hearing non I declare all the consent items are accepted.

PRESENTATIONS & REPORTS

ARPA presentation

- (JP) Did a recap of rounds 1 thru 4 for ARPA projects. The complete presentation available in the Select Board office.

- **Travis Thibault**, Director of Public Works, discussed the MS4 project for the final funds from ARPA. Storm water is another unfunded mandates from the state and we are trying to complete as much as possible inhouse. The ARPA committee agreed that this would be a good project for the funds to bring the town into compliance with the DEP and EPA. If not in compliance the town can be fined up to \$25,000 a day.
- **(JP)** The cost of this project would be \$105,000.
- **(CR)** Once we are caught up there will still be things that need to be done annually.
- **Travis Thibault** Correct, there will still be items like inspections and reporting that need to be done on an annual basis.
- **Motion (CR) seconded (KH) to approve spending \$105,000 from the ARPA funds for the MS4 permitting project. Unanimous, all in favor.**

OLD BUSINESS

Economic Development Committee

- **(JP)** Reviewed the draft that the Town Administrator provided.
- **Motion (KH) seconded (CR) to approve the deliverables as presented. Unanimous, all in favor.**
- **Motion (KH) seconded (CR) to approve the membership as presented with seven members. Unanimous, all in favor.**
- **(CR)** I would like to see the Finance Committee have a voting seat on the committee.
- **(HM)** In the mission the wording “scenic byways” was added.
- **(JP)** Read the mission.
- **Motion (KH) seconded (CR) to approve the mission as presented. Unanimous, all in favor.**

NEW BUSINESS

Additional streetlight

- **(JP)** A request from resident Tony and Enza Rakic for an additional light and signage on Lawrence Street. This is a private roadway so we cannot approve the streetlight so we will work with the residents directly on that. They have also requested a sign that reads “Not A Thru Street” to be posted which we will add.
- **Motion (KH) seconded (CR) to approve the addition of a “Not A Thru Street” sign be posted on Lawrence Street. Unanimous, all in favor.**

Building Commissioner

- **(HM)** The state said we can keep Mr. Travers on as Building Commissioner and appoint Mr. Carl as our Local Inspector.
- **Motion (JP) seconded (KH) to appoint David Carl as the new Local Inspector until June 30, 2023. Unanimous, all in favor.**

Discussion of Town Administrators and Select Board goals for FY23

- **(JP)** Lets just open discussion on this first.
- **(HM)** I am currently compiling a list of suggestions. Some ideas would be:
 Compile the town bylaws into a complete book.
 Communication and transparency are some other good goals.
 Opportunities to add onto View permit.
- **(JP)** Let’s think about these for our next meeting under old business.

Review and possible approval of Finance Committee policy book

- **Motion (KH) seconded (CR) to approve the financial policy book. Unanimous, all in favor.**

Review and approval of the purchase card policy

- (CR) I would like to review and ask Heather some questions and then bring it back as old business at the next meeting.

Maintenance agreement with Wachusett Regional School District.

- (JP) I believe the numbers are put together by the square footage of the parking lot and the building. When we repaved the parking lot did the school included that along with the access road to Illigs where the buses turn around. We need to check on these numbers before we sign. We will come back to this as old business at our next meeting.

Discuss Liaison positions

- (JP) I want to discuss what we view as our roles as a liaison and be consistent with how we handle it. There are a number of other towns that have policies as to how to handle the liaison positions and I will provide some to the board to review. We can look at the different options and then put something together at our next meeting under old business.

Discuss regular meetings with various Town Boards and Committees

- (CR) We have several Boards and Committees that are doing a lot of work and I think it would be good to know what they are doing and bring us up to speed. They need to be given more credit for all the work that they do.
- (HM) You could add this to the goals for the Select Board.

Discuss the IRS mid-year increase for gas mileage reimbursement

- (HM) The new IRS guidance for gas mileage reimbursement has increase to .625.
- **Motion (KH) seconded (CR) to approve the increase to .625 for gas mileage reimbursement effective July 1, 2022. Unanimous, all in favor.**

Review Animal Control Officers job description

- (HM) We wanted to make sure the job description was up to date. This reflects that mainly he works with dogs. We added the hours and wanted to make the expectations clear.
- (CR) I question the word incumbent. I would like to see that replaced with employee or ACO.
- **Motion (KH) seconded (CR) to approve the Animal Control Officers job description with the amendment of the word incumbent. Unanimous, all in favor.**
- Neil Bagdis Directed the Select Board Chair with a point of order that Ms. Riches is not vocalizing yay or nay on the final vote.

Request from the Congregational Church to use Town Common and put up signage

- (JP) We have a request from the Congregational Church to hold a book sale on September 17, 2022. They would like to use the Town Common and put up signs for the event. We have the request to put up the signs but are waiting for the use of Common application to be signed off on by the Fire and Police Chiefs.
- **Motion (KH) seconded (CR) to approve the request from the Congregational Church to put up signs for their book sale to be held on September 17, 2022. Unanimous, all in favor.**

- **Motion (KH) seconded (CR) to approve the request from the Congregational Church to use the Town Comon for their book sale to be held on September 17, 2022, pending application is returned with proper sign offs. Unanimous, all in favor.**

PUBLIC COMMENT

- **Neil Bagdis** The money for the school agreement currently states anything over \$35,000 was the towns responsibility?
- **(JP)** Correct, it was \$25,000 and was recently increased to \$35,000. We review the regional agreement every five year at which time we recommend the most recent increase. The maintenance agreement is every 3 years.
- **Neil Bagdis** - Where are we in this cycle?
- **(HM)** I will get that info for you.
- **Neil Bagdis** I would like to see as a Town that we have some type of annual escalation for this. On another topic, who in the Town submits for gas mileage reimbursement?
- **(JP)** The Building Inspector and others.
- **(CR)** Anyone that travels for a conference or training such as the Town Accountant, Town Treasurer, Assessor and Town Administrator.

TOWN ADMINISTRATOR'S REPORT

ADMINISTRATIVE

General

Sam.gov is finally renewed and reflecting our correct Town Hall address. We ran into a snag with our Cage number not matching locations, but we are finally renewed for another year.

Town procurement cards are up and running.

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

See the Town's Website for more openings.

COMMUNITY HAPPENINGS

Summer Concert Series – Recreation Department

The following free concerts will be held from 6:30 PM to 9:30 PM at the bandstand. Check out the Town's website for more information.

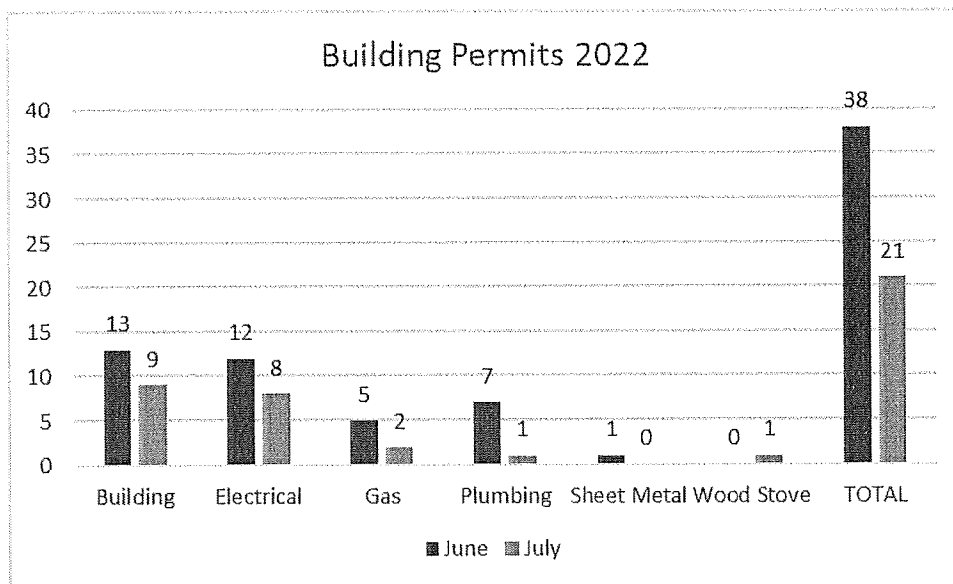
Aug 11th – Petty Larceny Band will be performing from 6:30 PM – 8:30 PM at the bandstand.

Aug 18th – Holdin Back will be performing 6:30 PM – 8:30 PM at the bandstand.

DEPARTMENTAL UPDATES

Building

Our Building Commissioner, Mr. Trifero has announced his retirement from the Town of Paxton, effective July 29th. Mr. Rich Travers who has been our Assistant Building Inspector has filed in as acting Building Commissioner until we find a new p/t Building Commissioner, with an expected end date of August 30th. In June 2022, we had a total of 38 permits pulled, of which 16 have since been completed, with 22 active. In July 2022, we had a total of 21 permits pulled, of which two have been completed, and 19 are active.



DPW

The DPW is finishing up remaining work on Suomi and West Street. The next project to be tackled will be line painting throughout the Town. The DPW hired Royal Standish as their new Mechanic effective August 1st. One of the future projects is to pave highland and center drive.

FINANCES

Grants

Active/Status Update:

Community Compact Grant – We had a meeting with our contact at Collins Center for our HR Procedures grant. Once the SB approves the financial policies manual, we will have this project complete.

MIIA Wellness Grant – In July we received approval for our \$5,000 wellness grant from MIIA to benefit employee's health and wellbeing. When we are finished, the grant will have purchased two ergonomic chairs for the library, a chair for the TA, plants for Town Offices, fresh fruit and veggies for the employees, a fridge for Town Hall, a RAD class for employees, and exercise equipment for the public safety employee's fitness room.

Shared Streets Grant- The grant that was previously approved to allow DPW to purchase an electronic sign is in progress and we should have the sign by the end of the calendar year.

Applied for:

GAP II Grant – The DPW applied for the GAP I grant for funding for the Water Department's Pump stations for energy efficiencies, in the amount of \$50,000.

Procurement

Completed:

Gravel – We went out to bid for gravel, this time by itself, and we received no bidders. In speaking with Travis, the DPW Director, we believe we have such a low quantity needed that we can reasonably keep the cost under \$10,000 and utilize best business practices to purchase without having to go back out to bid.

Diesel Fuel – We went out to bid for our central purchase for Diesel Fuel and received no bids. We will be trying again in a few weeks.

Cable Access supplies – We went out to bid for the supplies needed for the Cable Access Committee work, electronics, and microphones, and utilized the contracts through Mass Higher Education Collaborative (MHEC). The total bid amount is \$59,856.

To do:

- **Line Painting**
- **Tivnan Field Lights**
- **Diesel Fuel**
- **Cable Access Software**
- **Trees (ARPA)**
- **Records Building – Roof/Fence**
- **Town Common area drainage (WRAP funding)**
- **School security**

State Budget

The FY23 state budget was signed by the governor and an updated Cherry Sheet has been issued. The Town of Paxton can expect to receive increases in Unrestricted Governmental Aid (\$16,057), State-Owned Land PILOT (\$27,916) and Public Libraries (\$2,273).

MEETING UPDATES

Finance Committee

At the Fin Com meeting on the 6th of July, the Committee voted to recommend to the Select Board that the Economic Development Commission composition include a person from the finance committee.

Regional School District

The district Towns met with the incoming superintendent the end of July and will continue doing so each month. It was a getting to know everyone kind of meeting and we will be looking to communicate and discuss security, budgeting, and general status updates at upcoming monthly meetings.

Technology Team

I met with Michael Savasta, Gary Rabideau, and Shawn Mead (FD) a few weeks ago to discuss increasing spam. We will be looking at cybersecurity and an opportunity to do random tests and trainings with staff over next few months. We will continue meeting quarterly.

PROJECTS

Updates

Dam Inspection – The Phase I inspection of the Asnebumskit Pond Dam is complete. Take aways include the need to ensure we have an Emergency Action Plan, perform a hydraulic/hydrologic analysis, find the cause for pooling of water, and seal the crack under the concrete weir. The overall condition of the dam was Fair.

Projects in the Works (Updates to come at future meetings)

- Records Building
- Tree Removal (ARPA Funds)
- Town Building Phone Upgrade
- **Neil Bagdis** The \$50,000 for security for the school is not enough.

- (HM) The \$50,000 will give them a good start but we know that will not cover it all.
- (JP) The Superintendent explained that at our Special Town meeting that this was a start.

ADJOURN

- **Adjourned Meeting at 8:36pm, Unanimous all in favor. (JP) yes, (KH) yes, (CR) yes.**

The next meeting is scheduled for September 12, 2022, 7:00pm.

Documents from the Meeting filed in BOS office:

Agenda

Attendance list

ARPA presentation

Town Administrators update

Meeting minutes

Respectfully submitted,

Donna Graf-Parsons

Executive Assistant



TOWN OF PAXTON

SELECT BOARD MEETING Monday, August 8, 2022 – 7:00pm Activity Room – John Bauer Senior Center 17 West 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 meeting are recorded by the Local Cable Access Channel. Any member of the public planning to record the meeting must first notify the Chair.

CALL TO ORDER

1.	Review new agenda and establish a special rule of order for consent items
2.	CONSENT ITEMS
7:05 PM	<ol style="list-style-type: none">1. Sign election warrant for the state election2. Appoint Election Workers from August 15, 2022, to August 15, 20233. Appoint Catherine Frasco to the Anna Maria Scholarship Committee (expires 06/30/2023)4. Appoint Kristin Steinmetz to the Paxton Cultural Council (expires June 2025)5. Appoint Kathryn Mahoney as a full member of the COA Board (expires June 2025)6. Approve request from Paxton Police to hold a bike rodeo at Paxton Center School7. Approve Posting location at Post Office for Early Voting information as requested by Town Clerk8. Approve in accordance with MGL c.54 c.Sec72 to have police coverage for polling location9. Approve meeting minutes for meeting held on July 18, 2022
3.	PRESENTATIONS AND REPORTS
7:10 PM	ARPA presentation to approve the spending of \$105,000 for the MS4 permitting project
4.	OLD BUSINESS
7:25 PM	<p>Economic Development Committee</p> <ul style="list-style-type: none">• Approve committee charge• Determine Membership
5.	NEW BUSINESS
7:40 PM	<p>Appoint new Building Commissioner until June 30th, 2023</p> <p>Request from resident Tony and Enza Rakic for an additional light and signage on Lawrence Street</p> <p>Discussion of Town Administrators goals for FY23</p> <p>Discussion of Select Board goals for FY23</p> <p>Review and possible approval of Finance Committee policy book</p> <p>Review and approval of the purchase card policy</p> <p>Maintenance agreement with Wachusett Regional School District</p> <p>Discuss Liaison positions</p> <p>Discuss regular meetings with various Town Boards and Committees</p> <p>Discuss the increase in IRS mileage rate</p> <p>Review Animal Control Officer job description</p>
6.	SELECTBOARD CORRESPONDENCE
7.	PUBLIC COMMENT
8.	TOWN ADMINISTRATOR'S REPORT
9.	ADJOURN



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

December 14, 2023

RE: Sole Source Justification – 25-01 IT Services

To Whom it May Concern:

As the Chief Procurement Officer for the Town of Paxton, in accordance with Chapter 30 B S 7, I declare that there is a need for a sole source procurement for procurement FY24-03 for IT Services.

Contractor's Name:	Suzor IT
Contract Term:	July 1, 2024- June 30, 2025
Contract Amount:	\$44,550
Basis of Determination:	The Town went out to bid for IT services for FY24 for the first time since having in-house IT services for many years. Through work with our current vendor, we have begun to identify issues and start to work on getting things up to date. A transition at this point would be at a disadvantage to the entire Town where we would be in the middle of figuring out what we were doing and potentially have to start all over again.

After a reasonable investigation, Suzor IT is the only potential bidder that can continue the work where they have left off and is therefore the only one practicable source for the required service is Suzor IT.

Sincerely,

Heather M. Munroe
Town Administrator, CPO

Quote



Suzor IT
54 Sentinel Elm Rd
Athol, MA 01331
www.suzorit.com

Bill To Address:

Heather Munroe
MA-Municipal-Paxton
697 Pleasant Street, Paxton, MA, USA

Ship To Address:

Heather Munroe
MA-Municipal-Paxton
697 Pleasant Street, Paxton, MA, USA

Date: FY25

Quotes are valid for 30 days

Quote #: 92

Description	QTY	Rate	Amount
Gov IT Department - Gov Add-On Workstation - Tier 3 Service Dates: 07/01/2024-06/30/2025	1	\$44,550	\$44,550

SUBTOTAL \$44,550

TAX \$0

TOTAL \$44,550

Approved by:

Donna Graf-Parsons

From: Laurie Becker
Sent: Thursday, January 18, 2024 12:58 PM
To: Donna Graf-Parsons
Subject: Request for Caucus

Hi Donna,

Can you please request that the Select Board set the Town Caucus to be held on Monday, March 11th at 7pm? I have received confirmation from PCS that we can use the cafeteria. We cannot hold it the week prior because this is the day before the Presidential Primary.

Laurie Becker, CMMC

Town Clerk

Town of Paxton

697 Pleasant Street, Paxton, MA 01612

(508) 556-5583

lbecker@townofpaxton.net

Donna Graf-Parsons

From: Laurie Becker
Sent: Tuesday, January 9, 2024 10:15 AM
To: Donna Graf-Parsons; Carol Riches; Julia Pingitore; Kirk Huehls
Subject: Re: EV in Person Hours for Upcoming Elections

Good morning,

The Board of Registrars voted unanimously to have no Early Voting in person for the Annual Town Election. (Only 6 voters used this option last year.) We will have Early Voting by Mail for ALL elections - including the local.

Laurie Becker, CMMC

Town Clerk
Town of Paxton
697 Pleasant Street, Paxton, MA 01612

(508) 556-5583
lbecker@townofpaxton.net

From: Laurie Becker
Sent: Thursday, January 4, 2024 1:47 PM
To: Donna Graf-Parsons <dparsons@townofpaxton.net>; Carol Riches <criches@townofpaxton.net>; Julia Pingitore <jpingitore@townofpaxton.net>; Kirk Huehls <khuehls@townofpaxton.net>
Subject: EV in Person Hours for Upcoming Elections

Hello,

I am sending a revised request for Early Voting in Person hours for the upcoming Presidential Primary. I was advised that I do not need to be open on March 1st as this is a Friday and we are typically closed on Fridays.

Laurie Becker, CMMC

Town Clerk
Town of Paxton
697 Pleasant Street, Paxton, MA 01612

(508) 556-5583
lbecker@townofpaxton.net

Donna Graf-Parsons

From: Laurie Becker
Sent: Wednesday, December 20, 2023 2:26 PM
To: Donna Graf-Parsons; Carol Riches; Julia Pingitore; Kirk Huehls
Subject: Early Voting in Person
Attachments: In Person Early Voting 2024 Select Board Request.docx

Hello,

Please see attached information regarding a few decisions that I need the Select Board to vote on. You do not need to worry about this before the holidays. I know January is going to be extremely busy in my office, so I wanted to get this out while I had a minute. I asked Donna to put this on the agenda for your January 22nd meeting because the Board of Registrars is meeting on January 8th to take their vote on EV for the Annual Town Election. A Select Board vote is required for the the Early Voting for the 3 state elections/primaries in 2024. If the Board of Registrars votes in favor of Early Voting for the Annual Town Election, then the Select Board vote will be required as well. If the Board of Registrars votes against EV for the ATE, then a Select Board vote is not required. I will update you after our vote.

Hope everyone has a very Merry Christmas!!

Laurie Becker, CMMC

Town Clerk
Town of Paxton
697 Pleasant Street, Paxton, MA 01612

(508) 556-5583
lbecker@townofpaxton.net



Town of Paxton, Office of the Town Clerk
697 Pleasant Street Paxton, MA 01612
Phone: (508) 556-5583
lbecker@townofpaxton.net

January 4, 2024

Dear Paxton Select Board members,

As the Chief Election Officer for the Town of Paxton, I am recommending that the hours and dates for Early Voting In-person for the 2024 Presidential Primary to be as follows:

Day	Date	Time
Saturday	February 24, 2024	10:00am-2:00pm
Monday	February 26, 2024	10:00am-2:00pm
Tuesday	February 27, 2024	10:00am-2:00pm
Wednesday	February 28, 2024	10:00am-2:00pm
Thursday	February 29, 2024	10:00am-2:00pm

According to MGL chapter 54 section 25B

On weekends, the number of hours you must be open depends on the number of registered voters in your community. The required minimum hours for weekends are:

Number of Voters	Required Weekend Early Voting Hours
0 - 4,999	At least 1 day per weekend At least 2 hours each day you are open At least 4 hours total each weekend

For weekdays, the required minimum early voting hours will vary depending on the size of your community and at what point it is during the in-person early voting period. By default, the early voting hours are during your regular business hours; however, selectboard may have the option to limit early voting hours on certain days, if your community is small enough.

The required weekday early voting hours are:

Number of Voters	Required Weekday Early Voting Hours
0 - 4,999	At least 25% of regular business hours

To limit your early voting hours, your selectboard will need to vote to do so at a public meeting held no later than 20 days before early voting begins.

The proposed hours are more than the State Requirement of 25% of regular business hours. If I held Early Voting hours for all my scheduled office hours, I would need to be here before and after the start of my scheduled hours to set up and break down which I feel is an unnecessary burden on my office.

I would also ask the Select Board vote to allow the Town Clerk to set Early Voting Office Hours for the State Primary in September and the Presidential Election in November. The hours will be likely similar to those set for the Presidential Primary, however there are 2 weeks (and 2 Saturdays) of early voting for the Presidential Election. There will be no Early Voting on October 25th which is a Friday which my office is not legally required to be open for. I would hold EV hours on Friday, November 1st. While this date is not legally required, it is recommended by the state as the advertised last day of Early Voting in person in the media will be this date.

TOWN ADMINISTRATOR UPDATE

Charlie Blanchard, Acting Town Administrator
January 22, 2024

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

No changes from previous Update,

COMMUNITY HAPPENINGS

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

DEPARTMENTAL UPDATES

COA

The ground water that infiltrated into the lower level of the White Building was cleaned up and no additional water came in with the weekend storm. We will continue to monitor this.

An update on the April 1st change to SCM Elderbus is in the February Paxton Senior Connection Newsletter, and Cindy is working with the WRTA to keep our residents informed to ensure a smooth transition.

Building

In December, the Building Department had 24 permits pulled, which is the same as last month.

Permit	August	September	October	November	December
Building	8	16	13	6	5
Electrical	14	9	5	6	4
Gas	0	3	2	4	8
Plumbing	4	2	4	6	5
Sheet Metal	1	0	1	0	1
Wood Stove	0	1	1	2	1
TOTAL	27	31	26	24	24

DPW

The DPW Building Committee met on January 17th with Weston & Sampson to review the project status. Several similar DPW projects are going out to bid in the next few months which will help W&S provide an accurate probable cost estimate. The Committee will meet again on February 7th to discuss the impact this project would have if this project went forward with a Debt Exclusion.

Library

The Library Director is continuing to work with the contractor on scheduling the roof and gutter repairs now that the good weather seems to have left us.

Treasurer/Collector

Our part-time Assistant Treasurer/Collector, Amanda DeRezendes reconsidered her decision to leave and will remain in her position at least until late spring.

FINANCES

Grants

Updates

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); Adjustable Basketball Hoops at the Paxton Center School; and Wentworth Bathroom Repairs (\$5,000). This Earmark has been reduced by 50%. I will work with Travis on our options to move forward with this.

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. This Earmark has been reduced by 50%. I will work with Recreation on our options to move forward with this.