



Town of Paxton  
Board of Selectmen  
697 Pleasant Street, Paxton, MA 01612  
(508) 754-7638 – phone (508) 797-0966 – fax  
dparsons@townofpaxton.net

## Regular Meeting Minutes

**Monday, January 22, 2024**

**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: Charles Blanchard, Interim Town Administrator

Attendees: see Attendee List

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

### CONSENT ITEMS

- 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.
- (JP) Hearing no other comments, all consent items have been approved.

### NEW BUSINESS

**Source procurement for IT Services to Suzor IT for the amount of \$44,550 for FY25 July 1, 2024, to June 30, 2025.**

- (JP) We have some time on this. There have been some bumps in the road, so I want to make sure all IT services are going in the right direction before we go ahead and declare their procurement.
- **Motion (KH) seconded (CR) to push this item forward until we are able to verify the direction that we want our IT services to go in. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

**Vote to call Town Caucus on March 11, 2024, at 7pm at Paxton Center school.**

- **Motion (KH) seconded (CR) approve Town Caucus to be held on March 11, 2024, at 7pm at Paxton Center School. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

**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.**

- **(JP)** The Town Clerk has requested the following dates for early voting in person.
- **Laurie Becker** Provided the following letter for the Select Board to vote on:

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 25<sup>th</sup> which is a Friday which my office is not legally required to be open for. I will hold EV hours on Friday, November 1<sup>st</sup>. 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.

MGL 54 § 25B also addresses in person Early Voting for the Annual Town Election. Specifically, it says, “(c)(1) The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.”

- **Motion (KH) seconded (CR) to recommend 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 and Board of Registrars. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

### **Correspondence**

- (JP) A number of accolades to the DPW during the recent storms while being short staffed.
- (KH) More to come but a quick shout out to a town resident that took up a huge initiative to put back in good order all our town markers with all our abutting towns. There will be a follow-up to this.

### **Town Administrator 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 1<sup>st</sup> 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
<b>TOTAL</b>	<b>27</b>	<b>31</b>	<b>26</b>	<b>24</b>	<b>24</b>

## **DPW**

The DPW Building Committee met on January 17<sup>th</sup> 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 7<sup>th</sup> 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.

- (KH) How is dam #1
- (CB) It was repaired within a couple of days.

## **ADJOURN**

- **Adjourned Meeting at 7:17pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- **The next meeting is scheduled for February 12, 2024, 7:00pm.**

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

Agenda

Attendance list

Town Administrators update

Respectfully submitted,

Donna Graf-Parsons, Executive Assistant



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

To: Paxton Selectboard

Re: Request for the Board to appoint the following people as Election Officers for the term of February 13, 2024 through August 15, 2024 per MGL c.54 §12.

1. Emily Benoit
2. Jonathan Parsons
3. Chau Quach

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to  
appoint the above-named people as Election Officers for the term of February 13, 2024  
through August 15, 2024.

Board voted (circle one):            Favorably            Unfavorably

Date of Appointment/Select Board Meeting: \_\_\_\_\_

Selectboard Chair: \_\_\_\_\_

(Signature)



# IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving expenses for members of the armed forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

Notice 2024-08 [PDF](#) contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

*Page Last Reviewed or Updated: 14-Dec-2023*



**TOWN OF PAXTON  
COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH  
WARRANT FOR PRESIDENTIAL PREFERENCE PRIMARIES**

**WORCESTER SS.**

To either of the Constables of the Town of Paxton

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at

**WARD: 0 PRECINCT: 1**

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

on **TUESDAY, THE FIFTH DAY OF MARCH, 2024**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE . . . . . FOR THIS COMMONWEALTH  
STATE COMMITTEE MAN . . . . . WORCESTER & HAMPSHIRE SENATORIAL DISTRICT  
STATE COMMITTEE WOMAN . . . . . WORCESTER & HAMPSHIRE SENATORIAL DISTRICT  
TOWN COMMITTEES . . . . . TOWN OF PAXTON

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

Given under our hands this 12<sup>th</sup> day of February 2024.

\_\_\_\_\_  
\_\_\_\_\_

Select Board of Paxton

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

\_\_\_\_\_, 2024.  
Constable (month and day)

## **TIMELINE FOR FY25 WARRANT**

Open Warrant	February 12, 2024
Joint meeting with Bay Path and Fin Com CIPC Recommendations to the SB Close the warrant	March 11, 2024
Warrant to Brian Falk	As articles appear and are approved
Joint meeting with WRSD & Fin Com	March 25, 2024
Vote on recommendation for ATM warrant articles with SB, Fin Com & CIPC	April 8, 2024
Typing of Warrant	Complete by April 10, 2024
Post Warrant	April 12, 2024
Warrant to printer	April 12, 2024
Have printed warrant available and upload to website	April 22, 2024
Annual Town Meeting	May 6, 2024



## QUITCLAIM DEED

We, **CLARK REALTY DEVELOPMENT CORP.**, a Massachusetts corporation; **ERVIN KODRA and ESI KODRA**, of Paxton, Massachusetts; **TIMOTHY JOHN HARRINGTON**, of Paxton, Massachusetts; **DORIS K. LAMPTEY and FRANICS ADU-GYAMFI**, of Paxton, Massachusetts; **YAN TRUONG NGUYEN and KHANH V. NGUYEN**, of Paxton, Massachusetts; **DAVID D. DOMINGUEZ and LETICIA C. DOMINGUEZ**, of Paxton, Massachusetts (collectively, "Grantor"), for consideration paid, and in full consideration of less than **ONE HUNDRED and 00/100 DOLLARS (\$100.00)**, grant to **THE TOWN OF PAXTON**, a Massachusetts municipal corporation with an address of 697 Pleasant Street, Paxton, Massachusetts 01612 ("Grantee"), **WITH QUITCLAIM COVENANTS**,

That portion of land, together with the improvements thereon, shown as "Olivia Knoll (Proposed)" 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 (the "Registry") in Plan Book 898, Plan 113 (the "Plan").

The premises are conveyed together with (a) a permanent easement to install, locate, relocate, construct, reconstruct, add to, lay, dig up, operate, inspect, repair, replace, alter, extend, remove, clean and maintain water supply facilities under, in and through the land shown as "25' Wide Water Main Easement" on the Plan, and (b) a permanent easement to install, locate, relocate, construct, reconstruct, add to, lay, dig up, operate, inspect, repair, replace, alter, extend, remove, clean and maintain drainage structures and facilities over, under, in and through the land shown as "Drainage Easement" on the Plan, which includes the right to restrict access to certain portions of such land as Grantee determines is necessary in connection with such drainage use. In connection with the foregoing easements, Grantor hereby coveys to Grantee all of Grantor's right, title, and interest in and to any water supply and drainage facilities and improvements located within the above-described easement areas existing as of the date of this Quitclaim Deed. Grantor hereby warrants that the foregoing easements are free and clear of all liens or encumbrances, that it has good title to transfer the same, and that it will defend the same against claims of all persons.

This conveyance does not represent a sale of all or substantially all of the assets of Clark Realty Development Corp. in the Commonwealth of Massachusetts.

For Grantor's title, see those certain deeds recorded with the Registry in Book 52580, Page 371; Book 61456, Page 115; Book 62216, Page 356; Book 62610, Page 35; Book 63957, Page 349; and Book 64338, Page 14.

**[SIGNATURE PAGES FOLLOW]**

[INSERT SIGNATURE PAGES HERE]

ACCEPTANCE OF QUITCLAIM DEED

The undersigned Select Board of the Town of Paxton hereby accepts the foregoing Quitclaim Deed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

TOWN OF PAXTON  
By its Select Board

\_\_\_\_\_  
Julia N. Pingitore, Chair

\_\_\_\_\_  
Kirk Huehls, Vice Chair

\_\_\_\_\_  
Carol Riches, Clerk

## Donna Graf-Parsons

---

**From:** Falk, Brian R. <bfalk@MirickOConnell.com>  
**Sent:** Monday, January 22, 2024 5:38 PM  
**To:** Charlie Blanchard; Sheryl Lombardi; Donna Graf-Parsons  
**Cc:** Holland, Spencer B.  
**Subject:** RE: Olivia knoll  
**Attachments:** Deed to Town for Olivia Knoll (A8614327x7A575).DOCX

Caution! This message was sent from outside your organization..

Greetings,

Attached is a reworked deed for Olivia Knoll. The Select Board must vote to formally accept the deed and sign the acceptance page.

The developer would then swap the signature page placeholder with the original signature pages obtained previously and record.

Please let us know if you have any questions.

Thanks,  
Brian



## RESERVE FUND TRANSFER REQUEST

*The following is a request for a transfer from the Reserve Fund*

Request #: FY23-\_\_

- (1) Department making request: Town Hall
- (2) Amount of request: \$ 3,500.00
- (3) Transfer request

<u>FROM</u>	
Name:	<u>Reserve Fund</u>
Account #:	<u>0100-1132-5700-0000</u>
Balance:	<u>33,710.59</u>



<u>TO</u>	
Name:	<u>Annual Town Audit</u>
Account #:	<u>0100-1132-5701-0000</u>
Balance:	<u>18,000.00</u>

- (4) Reason for request:

AFP for auditing service came in at \$21,500 but was only budgeted for \$18,000

- (7) This request is for an "[...] extraordinary or unforeseen expenditure [...]"

Donna Pearson  
Requestor's Signature

Executive Asst.  
Requestor Title

1-3-24  
Date

### FINANCE COMMITTEE ACTION

Meeting Date: \_\_\_\_\_ Approved/Disapproved: \_\_\_\_\_

Approved Amount: \_\_\_\_\_ Record of Vote: \_\_\_\_\_

\_\_\_\_\_  
Signature (Fin Com Chair)

\_\_\_\_\_  
Date

*Request must be made, and transfer voted before expenditure in excess of appropriation is incurred.*

R	C	A
C	P	A

**ROSELLI, CLARK & ASSOCIATES****Certified Public Accountants****INVOICE FOR SERVICES**

To: Town of Paxton, Massachusetts	Date	12/31/23
Attn: Town Accountant	Invoice #	31-Dec
697 Pleasant Street	Due Date	<i>Upon Receipt</i>
Paxton, MA 01612		

Service	Project	Total
Audit	Completion of 2023 audit per Sept. 1, 2023 Engagement Letter	\$ 21,500
<b>Total Services</b>		\$ 21,500
Percent Completed		100%
Total Completed to Date		\$ 21,500
Amount Previously Paid		\$ -
<b>TOTAL DUE</b>		<b>\$ 21,500</b>

Comments:

*Thank you for placing your confidence in our Firm!*

Please Remit Payment To: Roselli, Clark & Associates  
500 West Cummings Park, Suite 4900  
Woburn, Massachusetts 01801

Telephone: (781) 933-0073  
Facsimile: (781) 933-4643

# TOWN ADMINISTRATOR UPDATE

Charlie Blanchard, Acting Town Administrator  
February 12, 2024

## DEPARTMENTAL UPDATES

### COA

Cindy and I met with representatives of the WRTA regarding plans to make sure the transition to service from SCM Elderbus is as seamless as possible. Information meetings will be held at Paxton Hills on March 19<sup>th</sup> at 10:30 am and at the Senior Center on March 20<sup>th</sup> at 10:30 am. We hope to be able to tape the Senior Center presentation for showing on the Cable channel.

The Town received a \$25,733 Municipal ADA Improvement Grant to remove barriers and improve access to the White Building.

### DPW

The DPW Building Committee met on February 5<sup>th</sup> to discuss the potential impact on taxes if the Town decided to move forward with a Debt Exclusion to replace the DPW building. Weston & Sampson has some upcoming bids for similar projects so we may get a better idea of current construction costs, but right now the estimate for the building is \$25,000,000. The annual cost for the average single-family dwelling would be:

<b>Amount Borrowed</b>	<b>\$25,000,000</b>	
<b>Average Home Value</b>	<b>\$459,020</b>	
		<b>USDA</b>
	<b><u>20 Yrs @ 4.5%</u></b>	<b><u>40 Yrs @ 4.0%</u></b>
<b>Cost Per Year (Level Debt )</b>	<b>\$1,129.19</b>	<b>739.02</b>
<b>First Year Coat (Level Principal)</b>	<b>\$1,395.42</b>	<b>954.76</b>
<b>Last Year Cost (Level Principal)</b>	<b>\$766.56</b>	<b>674.76</b>

In December the Town received a \$200,000 Earmark Grant from the State’s ARPA funds for designing and construction a new septic system and adding two new restrooms and temporary office space at the DPW facility.



DCR's approval letter for the proposed new building made it clear that no new work would be allowed in the present location of the buildings, but that a location closer to Holden Road could be used.

We have asked Weston & Sampson to review the estimate that was used for the \$200,000 grant to see what the cost of designing installing the septic system in a location that could serve a future new DPW Building would be, and to get a current estimate on the cost of modular restrooms and sufficient office space to improve DPW operations as a stop-gap measure until a new facility could be built.

### **IT Services**

Julia, Donna, Shawn and I met with Adam Suzor and Casey Chisholm of Suzor IT to discuss some concerns we have had about the work they have been doing, and to get a better idea for the IT needs Paxton is facing:

Adam Suzor provided the following information on our most pressing needs:

1. Enforce MFA from a Town Policy perspective.
2. Upgrade Internet to fiber & migrate to Azure and Office 365.
3. Replace the infrastructure with an enterprise- grade solution (Cisco, HP, Fortinet, etc.)

A plan to achieve this with scope of work examples will be presented soon.

### **Building**

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

<b>Permit</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>
Building	16	13	6	5	12
Electrical	9	5	6	4	4
Gas	3	2	4	8	4
Plumbing	2	4	6	5	2
Sheet Metal	0	1	0	1	0
Wood Stove	1	1	2	1	2
<b>TOTAL</b>	<b>31</b>	<b>26</b>	<b>24</b>	<b>24</b>	<b>24</b>