



# TOWN OF PAXTON

**SELECT BOARD MEETING PRIOR TO  
ANNUAL TOWN MEETING  
Monday, May 6, 2024 – 6:30pm  
Paxton Center School Cafeteria  
19 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 meetings are recorded by the Local Cable Access Channel. Any member of the public planning to record the meeting must first notify the Chair. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be different.*

## CALL TO ORDER

1.	<b>OPEN MEEETING</b>
2.	<b>CONSENT ITEMS</b>
6:30PM	1. Approve the meeting minutes from the Regular Meeting held on April 22, 2024. 2. Approve the meeting minutes from the Executive Session held on April 22, 2024. 3. Application for use of Town Common by the Paxton Lions Club for their annual Town wide yard sale on May 18, 2024. 4. Application to place signage on town roadways for the Paxton Lions annual Town wide yard sale on May 18, 2024. 5. Appoint Amanda Woodward as an Election Officer for the term of May 6, 2024, to August 15, 2024. 6. Appoint Anthony Vega as a full time Police Officer through June 30, 2027. 7. Award contract to Kolodziej Construction in the amount of \$27,200 for the FY24-17A ADA door for the COA.
3.	<b>NEW BUSINESS</b>
6:35PM	1. Approve yearend transfers as needed. 2. Warrant article discussion if needed.
5.	<b>SELECTBOARD CORRESPONDENCE</b>
6.	<b>PUBLIC COMMENT</b>
9.	<b>ADJOURN</b>
6:55PM	Move to the Annual Town Meeting.

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



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

## Regular Meeting Minutes

**Monday, April 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: Heather M Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 7:03pm. 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 April 8, 2024.
- 2. Appoint Britt Clark as an Associate member to the Zoning Board of Appeals with a term ending June 30, 2024.
- 3. Reappoint David Stoica to the Board of Registrars with a term ending March 31, 2025.
- 4. Approve a one-day liquor license for Seven Saws Brewery for Paxton Days/Summer Jam to be held on June 15, 2024, at the Paxton Center Field from 2pm to 8pm.
- 5. Approve request from the Congregational Church to place a sign on the Town Common and along town roadsides for their yard sale and cookout to be held on May 18, 2024.
- 6. Approve request from the Congregational Church to use the Town Common during the town wide yard sale to be held on May 18, 2024.
- 7. Approve the updated list of exemptions from State Ethics requirements as requested by the Town Clerk.
- (JP) Hearing no other comments, all consent items have been approved.

### UPDATE FROM TOWN COMMITTEES/BOARDS/DEPARTMENTS

- **Kateri Clute - Board of Assessors**
  - Every member on the Our Board of Assessors is now fully certified with the Department of Revenue
  - 63 total sales in 2023 – 45 valid sales (others family and private sales and do not count in our analysis).
  - So far in FY24 – 27 sales of which 11 are valid and 1 land sale.
  - Currently reviewing and visiting all the 2023 sales and working on the cyclical review and then I start on all the building permits that have been completed to date.

- We have some new homes in the works. Turkey Hill and West St so we will get some growth for the beginning of FY25 on those. Shanandoah just started so will not see growth on that until 2026.
- Just want to explain that there are certain building permits that we do not see any new growth from such as windows, siding, and roofs.
- Working on MV abatements.
- Time to file for exemption is now complete. We had four new veterans file and one that increased in value. We had four that missed the filing all together.
  - FY21 – increase 3.1%
  - FY22 – increase 6.5%
  - FY23 - increase 12.6%
  - FY24 - increase 11.6%.

## **OLD BUSINESS**

### **Continue override discussions**

- **(JP)** DLS turned down the last warrant article so we will need to pass that over at Town Meeting so we will need to reconvene at another meeting if it does not pass.
- **(HP)** Reminder of additional upcoming budget information sessions.
  - Recreation is looking to pass over the recreation bylaw.
  - Pencil in a date for a special town meeting in case we need one. We were looking at June 3<sup>rd</sup> as a tentative date.
  - There was a mistake made on the revised budget for the library but since we are passing on that article it is less crucial. We will update this going forward.

### **Correspondence**

- **(JP)** DEP letter commending our Public Works Director. Read the letter into the meeting.
- **(JP)** Letter from Roberta Brein commending recent work done by the Town Administrator in relation to work being done with the Zoning Bylaw Committee. This letter was read into the meeting.

### **Town Administrators Update**

- **(HM)** Continuing to work on the budget and for the next meeting we will have an updated report of the current budget. Will be doing some transfers to clean up the end of the year. Entering into procurement season for the DPW.

## **ADJOURN**

- **Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 7:32pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.**
- **Returned to Regular Session at 8:55pm**
- **Adjourned Meeting at 8:55pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes**
- **The next meeting is scheduled for May 6, 2024, at 6:30pm.**

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

Agenda

Attendance list

Respectfully submitted,

Donna Graf-Parsons, Executive Assistant



**TOWN OF PAXTON  
USER PERMIT APPLICATION  
FOR  
REQUEST TO PLACE SIGNAGE  
ON THE TOWN COMMON OR ROADSIDE**

To request sign placement on the Town Common or along the road side as you enter into town. Request must be proved at least thirty days prior to event.

Name of Applicant: RICHARD FENTON Organization: PAXTON LIONS CLUB  
(Contact Person) please print

Address: 3 N. PMUC RD PAXTON

Telephone #s (H) 508-798-5092 (W) - (Cell) -

Dates requested to display sign: 27 APRIL - 18 MAY 2024

Sign location(s): ALONG ROADS ENTERING PAXTON - 5 LOCATIONS

Sign dimensions: 4 SIGNS AT EACH LOCATION - MEASURE <sup>EACH</sup> ~8" x ~3-4'

Sign content: "PAXTON LIONS TOWN-WIDE YARD SALE"

DATE AND TIME AND PHONE NUMBER TO SIGN UP,

Signs can only be placed on the common for a period no longer than two weeks and this may be adjusted if there is an event scheduled to occur on the common. If possible please provide a copy of what the sign will look like. Please forward your request in a timely manner so that it may be reviewed at a Board of Selectmen meeting. Please keep in mind that the Board of Selectmen only meet every other week.

\*Mail completed form to -

Paxton Town Hall  
Board of Selectmen  
697 Pleasant St.  
Paxton, MA 01612

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**BOARD OF SELECTMEN OFFICE USE ONLY:**

Sign request approved on: \_\_\_\_\_

Comments: \_\_\_\_\_

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# TOWN OF PAXTON

## USER PERMIT APPLICATION FOR USE OF THE TOWN COMMON OR ROADWAYS

To request use of the Town Common or Roadways. Request must be provided at least thirty days prior to event.

Event Date: MAY 18, 2024

Begin Time: ~ 7am End Time: ~ 4pm

Description of Event: PAXTON TOWN-WIDE YARD SALE. TABLES ON COMMON  
TO DISPLAY ITEMS FOR SALE

Number of Attendees: LIONS TABLE PLUS APPROX 8 TABLES BY RESIDENTS

When the Town property is used for an event the Paxton Police, Fire and Emergency Management must be contacted and provided the details of the event to ensure that any public safety concerns are handled. Please contact the following departments and obtain their approval prior to the request going before the Board of Selectmen for final approval. Call Paxton Dispatch at (508) 755-1104 to reach:

Paxton Police Department:	sign off:	<u>Mark Sawatz</u>
Paxton Fire Department:	sign off:	<u>Michael A. Pote</u>
Paxton Emergency Manager:	sign off:	

Name of Applicant: RICHARD FENTON Organization: PAXTON LIONS CLUB  
(Contact Person) please print

Address: 3 NIPMUC RD PAXTON

Telephone #s (H) 508-798-5092 (Cell) — (email) RAFENTON.PAX@gmail.com

Mail completed form to - Paxton Town Hall  
Board of Selectmen  
697 Pleasant St.  
Paxton, MA 01612

\* Please feel free to use the back of this form to provide further details or you may attach any other information that may assist in the review process of this request.

### BOARD OF SELECTMEN'S OFFICE USE ONLY:

Town property use approved on: \_\_\_\_\_



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 person as an Election Officer for the term of May 6, 2024, through August 15, 2024 per MGL c.54 §12.

1. Amanda Woodward

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to appoint the above-named person as an Election Officer for the term of May 6, 2024 through August 15, 2024.

Board voted (circle one):          Favorably          Unfavorably

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

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

(Signature)





## **Paxton Police Department**

576 Pleasant Street, Paxton, MA 01612

[www.townofpaxton.net](http://www.townofpaxton.net)

Phone 508-755-1104

Fax 508-754-8557

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TO: Board of Selectmen

Heather Munroe, Town Administrator

FROM: Chief Savasta

DATE: April 24, 2024

SUBJECT: Full Time Officer Appointment

I am pleased to recommend Anthony Vega to be appointed as a full time Police Officer. He has been working as a Public Safety Officer for us since July, 2023 and has recently attended the full time police academy. I believe Anthony will be an asset to this agency. Thank you for your consideration.

**Bid Opening for FY24-17A ADA Door for the COA**  
**12pm, April 24, 2024**

<b>Company</b>	<b>Bid</b>
<b>Christopher Orwat – Cornerstone Builders</b>	<b>28,900</b>
<b>Vitor Silva - FRG</b>	<b>30,160</b>
<b>Christopher Kolodziej – Kolodziej Construction</b>	<b>27,200</b>

Bids opened April 24, 2024 at 12pm – Town Administrator's Office  
In the presence of Heather Munroe, Town Administrator and Donna Parsons,  
Executive Assistant





# GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: **FY24-**\_\_\_\_

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

<u>FROM</u>	
Name:	<u>WRSD Assessment</u>
Account #:	<u>0 1 0 0 - 1 3 0 0 - 5 3 0 0</u>
Balance:	<u>18,652.00</u>



<u>TO</u>	
Name:	<u>Town Audit</u>
Account #:	<u>0100-1122-5701</u>
Balance:	<u>00.00</u>

- (4) Reason for request:

Remaining payment due for the  
annual audit

Hanne Paras

Requestor's Signature

Exec. Asst.

Requestor Title

5-1-24

Date

## FINANCE COMMITTEE ACTION

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

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

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

\_\_\_\_\_  
Date

## SELECT BOARD ACTION

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

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

\_\_\_\_\_  
Signature (Select Board Chair)

\_\_\_\_\_  
Date

*Transfers must be made between May 1<sup>st</sup> and July 15<sup>th</sup>.*



## GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: **FY24-**\_\_\_

- (1) Department making request: Town Hall
- (2) Amount of request: \$837.50
- (3) Transfer request

<u>FROM</u>	
Name:	WRSD Assessment
Account #:	0100-1300-5300
Balance:	18,652.00



<u>TO</u>	
Name:	Veterans Benefits
Account #:	0100-1543-5700
Balance:	935.00

- (4) Reason for request:

Additional medical costs were  
acquired during the year for the  
veterans benefits

Alanna Parsons  
Requestor's Signature

Exec. Asst.  
Requestor Title

5-1-24  
Date

### FINANCE COMMITTEE ACTION

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

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

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

\_\_\_\_\_  
Date

### SELECT BOARD ACTION

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

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

\_\_\_\_\_  
Signature (Select Board Chair)

\_\_\_\_\_  
Date

*Transfers must be made between May 1<sup>st</sup> and July 15<sup>th</sup>.*



# GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: **FY24-**\_\_

- (1) Department making request: Town Hall
- (2) Amount of request: \$70.35
- (3) Transfer request

<u>FROM</u>		<u>TO</u>
Name: WRSD Assessment		Name: Street Lights
Account #: 0100-1300-5300		Account #: 0100-1424-5200
Balance: 18,652.00		Balance: 3,037.36

- (4) Reason for request:

Additional cost with the  
acceptance of Olivia Knoll

Donna Pausan  
Requestor's Signature

Exec Asst  
Requestor Title

5-1-24  
Date

## FINANCE COMMITTEE ACTION

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

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

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

\_\_\_\_\_  
Date

## SELECT BOARD ACTION

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

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

\_\_\_\_\_  
Signature (Select Board Chair)

\_\_\_\_\_  
Date

*Transfers must be made between May 1<sup>st</sup> and July 15<sup>th</sup>.*