



# TOWN OF PAXTON

## SELECT BOARD MEETING Monday, July 10, 2023 – 7:00pm Training Room – Public Safety Complex 576 Pleasant Street, Paxton MA 01612

*This agenda lists all matters anticipated for discussion, some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by the Local Cable Access Channel. Any member of the public planning to record the meeting must first notify the Chair. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be different.*

### CALL TO ORDER

1.	<b>OPEN MEETING</b>
2.	<b>CONSENT ITEMS</b>
7:00PM	1. Approve the meeting minutes from the Regular Meeting held on June 26, 2023. 2. Review applications to the EDC and make any necessary appointments. 3. Request from Paxton Police to use the parking lot at Paxton Center School on July 30, 2023 for the rescheduled Bike Rodeo.
3.	<b>UPDATE FROM TOWN COMMITTEES/BOARDS</b>
7:05PM	1. Neil Bagdis – Planning Board appointment of vacant position. 2. Mark Love – CIPC appointment of vacant position. 3. Christopher Isporduli – Library appointment of vacant position. 4. Sheryl Lombardi – Land use department. 5. Roberta Brien – Board of Appeals. 6. Mike Voorhis – Conservation Commission.
4.	<b>NEW BUSINESS</b>
7:40PM	1. Recognize the Garden Club for their work done throughout the Town. 2. Signs, zoning bylaw. 3. Approve yearend transfers as needed, Round VII. 4. Award Diesel fuel contract for FY24. 5. Set FY24 goals for the Town Administrator. 6. Set FY24 goals for the Select Board. 7. Policy for Boards, Committees and Commissions to fill vacancies and make appointments.
5.	<b>OLD BUSINESS</b>
8:30PM	1. Award three-year contract from FY24 through FY26 for contract for Assessing Software to VISION Government Solutions, Inc as a sole-source provider. 2. Award three-year contract from FY24 through FY26 for contract for Financial Software to VADAR as a sole-source provider. 3. Liaison Assignments for FY24. 4. Review Public Comment Policy.
6.	<b>SELECTBOARD CORRESPONDENCE</b>
7.	<b>PUBLIC COMMENT</b>
8.	<b>TOWN ADMINISTRATOR'S REPORT</b>
9.	<b>ADJOURN</b>

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



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

## Regular Meeting Minutes

Monday, June 26, 2023

**Meeting Location: Public Safety Complex 576 Pleasant Street, Paxton, MA 01612**

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

### UPDATE FROM TOWN COMMITTEES AND BOARDS

#### Economic Development Committee

- **Savvas Kosmidis** In the six months that the Committee has existed we have had a hard time getting a quorum. I am hoping we can open up the membership to get some new members that would have the ability to give us more time and support for the committee. I would recommend turning two non-voting members into voting members and add two new members.
- **(HM)** We surveyed the original members to see if they were still interested. The concern is that the business members are running their businesses and it is difficult for them to attend meetings. I would suggest opening it up to the general public for anyone that is interested.
- **(CR)** Change the non-voting Finance Committee member and Town Administrator to voting positions as soon as the bylaw gets back from the Attorney General's office. Also, open it up to any town resident.
- **Neil Bagdis** The Planning Board is working on new zoning bylaws. Should we wait until this process is further along before we start work with the EDC?
- **(JP)** I understand but the information that the EDC will be working on might actually help drive the zoning bylaws. It is really about gathering information right now.
- **Neil Bagdis** What pool are we pulling from?
- **(JP)** Anyone that has a business license would have received the survey. Anyone is welcome to attend the next EDC meeting.
- **Mark Love** There are nine members maybe downsize to seven, so your quorum is only four. Deputize the committee members to get other committee members.
- **(JP)** First Savvas how do you feel about reducing to seven members?
- **Savvas Kosmidis** I am okay with that idea as long as we have people that wants to engage in the meetings. I also agree that removing the business owner requirement might help.

- **(KH) motion (CR) second to reduce the membership from nine to seven total members and to reduce the business member requirement. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**
- Neil Bagdis You should have at least two business members.
- (JP) Seven members all together. Two business members, 1 Planning Board member, (ex officio) One Finance Committee member (ex officio) two residents and the Town Administrator.
- **(KH) motion (CR) second to have the have the Town Administrator and the Finance Committee e member as voting members of the EDC. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

## CONSENT ITEMS

- 1. Approve the meeting minutes from the Regular Meeting held on June 12, 2023.
- 2. Approve the meeting minutes from the Executive Session held on June 12, 2023.
- 3. Approve in accordance with MGL c.54.Sec 72 to have police coverage for all local/state elections and primaries until a vote of the Select Board negates this decision.
- 4. Award a one-year contract for FY24-01 Paving Contract – Bituminous Concrete to Mass Broken Stone for the amount of \$80.48 per ton.
- 5. Award a one-year contract for FY24-01 Paving Contract – Reclamation to Murray Paving for \$3.09 per square yard.
- 6. Award a one-year contract for FY24-02 Line Painting Contract to Pro Finish Lines Corp. for the total amount of \$17,527.57 for FY24 Line Painting.
- 7. Award a one-year contract for Heating Oil, through the CMRPC group procurement, for \$0.899 markup price per gallon for FY24.
- 8. Award three-year contract from FY24 through FY26 for contract for Assessing Software to VISION Government Solutions, Inc as a sole-source provider.
- 9. Award three-year contract from FY24 through FY26 for contract for Financial Software to VADAR as a sole-source provider.
- (JP) Any discussion on these consent items? Move 8 and 9 to new business,
- (JP) Hearing no other comments. Items 1 through 7 are approved.

## NEW BUSINESS

### IT Contract

- (HM) Goods and services. Under chapter 30b. solicited quotes from at least three companies. Current IT support and two other companies. One stop shopping. Virtual and in person. Under chapter 30b we can negotiate to try and get a lower price. I year contract to Suzor IT.
- (JP) One person onsite?
- (HM) One person on site and virtual at all times 24/7.
- **(CR) motion (KH) second to accept a one-year contract with Suzor IT for the Town IT needs. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

### Gibbs Realty

- Jeff Gibbs and Tylor Gibbs We were approached by Robert Wilby at Paxton Days and expressed that Gibbs would be happy to donate and sponsor two signs for the Town of Paxton. I would imagine you would have others that would like to donate and do the same thing.
- (JP) Thank you. I think it is a great idea.
- (KH) I like the idea and maybe someone else will get involved.
- Jeff Gibbs I would like to pick the first two locations.

- **KH motion CR second to open up the conversation for Town signs to be sponsored. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**
- (JP) Open for sponsorship so let us get this get the word out there.
- Jeff Gibbs The Rutland one is a 5-year sponsorship. One lump amount that we paid for the sign.
- Neil Bagdis Make sure that we stay within the zoning regs.
- (CR) Municipalities are exempt.
- (JP) I will work on a mockup for the sign and then have it come back to the agenda.
- Jeff Gibbs I would just like to be able to review the cost and have the option of where the first two signs go. Two companies could come together and split the sign and the cost. The people of Rutland came together to buy one.

#### **Tivnan Field**

- (HM) We went out for a bid for the project. We got three bids in. The expenses were close, but the labor was a much wider range. Reached out to Recreation to decide what the next steps are. Potentially cancelling the procurement. Potentially go back out to bid again and modify the scope of the project.
- Mark Love Would it have to go back to capital at this time because it was voted at town meeting?
- (JP) We can look at modifying the design so it will be closer to the amount that was already voted on at town meeting.
- (HM) We estimated that the cost would be under \$80,000. We had to modify the specs and then realized that the materials are a lot more than what we anticipated. May not be the full scope of the project.
- (JP) The biggest issue is that we needed to replace the wooden poles with metal poles. With the metal poles it takes away the ability for our light dept to do the labor.

#### **Yearend transfers round V**

FROM		Amount	TO	
1232-5200	EMS Purchase Serv	\$3,300.00	1232-5103	EMS Compensation
1232-5400	EMS Supplies	\$2,000.00	1232-5103	EMS Compensation
1210-5103	Police Compensation	\$9,000.00	1210-5400	Police Supplies
1610-5200	Library Purch Serv	\$1,190.00	1610-5400	Library supplies –
withdrawn				

**Motion (KH) seconded (CR) to approve the year end transfers for round five. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes**

#### **Yearend transfer round VI**

FROM		Amount	TO	
1220-5200	Fire Purch Services	\$2,000.00	1220-5103	Fire Compensation

**Motion (KH) seconded (CR) to approve the year end transfers for round six. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes**

#### **Fee Structure for inspectors**

- (HM) This policy is being implemented in order to fairly compensate inspectors for the time, allow for the inclusion of mileage and additional administrative time for each inspection and allow for accuracy in future projections.

- (CR) Under policy definition it says Land Use, but it should be the Town Services Administrator.
- **KH motion CR second the proposed policy for the plumbing, gas, electrical and alternate building inspection. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

#### **Fee schedule increase for building department**

- (HM) The fee schedule has been updated for the building, gas and plumbing and electrical permits to fall more in line with surrounding communities.
- **KH motion CR second the updated fee structure for the Building Department. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

#### **Vison and Vadar one year contract**

- (HM) Hold off on both of these for now.

#### **OLD BUSINESS**

##### **Ratify Town Administrator Contract**

- **(KH) motion (CR) second to ratify the contract for the Town Administered starting July 1, 2023, for a one-year term until June 30, 2024. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

##### **Annual Appointment**

- (JP) Hold off on the EDC appointments at this time.
- Neil Bagdis I will put my name in as a member of the Planning Board.
- **(KH) motion (CR) second to approve the Fy24 appointments with the exception of the EDC Committee. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**
- Mark Love What is the status of the individual that came forward for this open position on the CIPC?
- (HM) At our next meeting on July 10<sup>th</sup> the Planning Board, CIPC, and any other appointments that are needed will be done. Happy to put together a policy moving forward.

##### **Liaisons assignments**

- (CR) Suggests changing the main departments around. Kirk could take Fire; I could take the Police and Julia could take DPW.
- (JP) Revisit at next meeting.

##### **Public Comment Policy**

- (CR) Section 6.2.2 This is all for public comment and makes it look as though we are unapproachable. 6.2.3 holds it to a total of 15 minutes. This should be a little more flexible towards the people that are talking to us.
- (KH) I would like to see some language at the discretion of the Select Board to allow the time to be extended. Word smith it so it is the Board's discretion to allow for further discussion.
- (JP) We have to think about what we are setting as an expectation with this policy so we can enforce it.
- (KH) 15 minutes is enough time to get your point across.
- Neil Bagdis Is this a result of what happened with Colonel Kent?
- (JP) Yes, it is.
- Neil Bagdis He was expounding on a previous statement.

- **(JP)** They can get on an agenda to speak. We have now set a precedent that people can come in and take time that is not set on an agenda. This policy is now necessary because of this event.
- **Mark Love** I would like to suggest that if I were given this in a word document that I could mark it up and then put it to the public for review. Section 1-5 are excellent. All the sections in six dissuade that from happening. Not the best product that could be put forward. I do not think this is us. Ask for a 2-week stay. Let me come back with it.
- **(KH)** I heard what mark said. It is not an emergency, so I am comfortable with leaving it for two more weeks. It is also about respect as well.
- **(JP)** I am fine with that course of action.
- **(KH) motion (CR) second to move this item to the next meeting. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

### **Correspondence**

- **(JP)** We had a Town resident raise a concern about fund raising for the AMC on the electronic sign. Our policy says specifically for nonprofit fund raising. Policy does say fund raising event versus a request. So, clarify that it needs to be for an event that benefits the town in some way.
- **(HM)** They are going to argue that it is the same thing.
- **Neil Bagdis** How does fund raising for AMC support the town.
- **(JP)** That campus benefits the town by paying for part of our police department and the , frequent our town business.
- **Neil Bagdis** So they can announce games etc?
- **(JP)** They could if we have space on the board. As the requests come in, we will filter them. And they do have some great family friendly events that I would like to advertise.

### **Public comment**

- **Neil Bagdis** The Planning Board is meeting jointly with the select Board on July 10<sup>th</sup> to fill the Planning Board opening.

## **TOWN ADMINISTRATORS REPORT**

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

**CIPC** – There is one opening for the Capital Improvements Planning Committee. This position is appointed by the Select Board. Please see the Town's website for more information.

**Planning Board** – There is one opening for the Planning Board. This position is elected, but vacancies are filled by a joint vote of the Planning Board and Select Board until the next annual election in May. Please see the Town's website for more information.

### **See the Town's Website for all openings and how to submit a letter of interest.**

### **COMMUNITY HAPPENINGS**

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

**Police Bike Rodeo** – This event was postponed from June 17<sup>th</sup> due to rain and will be rescheduled for some time in July.

**Summer Music Series** – Join Paxton Recreation as they host the Summer Music series on Thursday evenings at the Paxton Bandstand from 6:30 PM to 8:30 PM starting on July 13<sup>th</sup>. This year's lineup is sponsored by the Mass Cultural Council and Country Bank. Please note that in the event of inclement weather, the evenings performance will be cancelled.

July 20 <sup>th</sup>	<a href="https://www.facebook.com/themidnightridersbandma">www.facebook.com/themidnightridersbandma</a> Donna Lee and the Crooked Ledge Band <a href="https://www.donnaleeentertainment.com/">https://www.donnaleeentertainment.com/</a>
July 27 <sup>th</sup>	Paul Courchaine <a href="https://www.facebook.com/paulcourchainemusic/">https://www.facebook.com/paulcourchainemusic/</a>
Aug 3 <sup>rd</sup>	ASB Band <a href="http://www.ambientsojourn.com">www.ambientsojourn.com</a>
Aug 10 <sup>th</sup>	Petty Larceny Band <a href="http://www.petty-larceny-band.com">www.petty-larceny-band.com</a>
Aug 17 <sup>th</sup>	Paxton Crossing <a href="https://www.facebook.com/PaxtonCrossing">https://www.facebook.com/PaxtonCrossing</a>

#### **DEPARTMENTAL UPDATES**

##### **Accountant**

July 15<sup>th</sup> is the cutoff for all FY23 expenses, including encumbrances and year-end transfers. Any revenues that are received and deposited after June 30<sup>th</sup> will be counted towards FY24 revenues.

##### **COA**

The COA will be kicking off the summer with a cookout hosted by the Fire Department. The summer programs tend to slow down a bit over the warmer months. Outreach is steady and the van is up and providing service.

##### **DPW**

DPW finished paving Forestdale, Orchard, and Glendale neighborhoods. They are now working on berms and driveway edges for those projects. The West Street project engineering is complete. The goal is to replace all water and stormwater drains 122 to Moore State Park. The DPW submitted grants from Community One Stop with an estimated cost for the project from \$6 to \$7 million.

##### **IT**

The Town will be completing the implementation of multi-factor authentication for all town employees using Office 365 by month's end.

##### **Land Use**

The Building Department (Building, Plumbing, Gas, and Electrical) has proposed an increase in fees for FY24 to cover the cost of the services to the Town as well as to allow for more comparable compensation for the inspectors.

The Planning Board and ZBA will be busy as Anna Maria has filed their project for a new baseball and appurtenant structures.

Land use will work to revise the Solar Applications to inform residents that they are required to have preapproval of the PMLP prior to applying. In addition, there is currently no available solar capacity.

##### **Library**

The library will be launching their Summer Reading Program – “Find Your Voice.” The Library Director, Pam, applied for and received a \$20k grant from the American Library Association for the purposes of creating a sensory room, sensory programs for children. As part of the process, the library will host conversations with families of children with disabilities, and with interested stakeholders. Community members will help us solidify our vision of a sensory room into fully realized space that meets their needs. We will invite interested community members to engage with us in conversations about the sensory needs of their families. The library and the ALA fully

expect the initial idea to evolve with the input of the community, and we embrace that opportunity.

### **Light**

The PMLP has been installing meters and working on installing a battery backup at the substation.

### **Recreation**

Recreation completed, along with other contributors including Donna Parsons, a successful Paxton Days which they were able to secure the PSC Gym to avoid the rain. Summer Jam happened on June 18<sup>th</sup>. The School Year ended last week, and Summer Camp begins on Monday, June 26<sup>th</sup>.

### **Town Clerk**

The Special Primary and State Elections for Anne Gobi's seats have been scheduled for Tuesday, October 10<sup>th</sup> and Tuesday, November 7<sup>th</sup>. The Clerk is looking to have all voters enter and exit through the side doors at the gym.

## **FINANCES**

### **Grants**

*Applied for Grants Update:*

**Community One Stop** – On the Town's behalf, Tata & Howard, our consultants, applied for the Mass Works amongst a myriad of other available grants under the States Community One Stop Program for West Street. We do not expect to have a response until October.

**Ambulance Certified Public Expenditure Program** – FD applied for reimbursement for Medicaid/Mass Health ambulance billings for the prior Fiscal Year 2022, with the amount requested at \$62,566.

**Assistance to Firefighters Grant**- FD applied in January 2021 for \$450,000 for a Water Tanker. Funding to be awarded through December, no word yet.

**Libraries Transforming Communities: Accessible Small and Rural Communities**, Richards Memorial Library will receive grant funding in the amount \$20,000. Our overarching goal is to engage the community with a children's sensory room, which will offer a calming and appropriately engaging environment in the library adjacent to our preschool room. The sensory room will also expand the usable space of the library, by utilizing existing space. The intended audience for our sensory room includes "high needs" children, children with Sensory Processing Disorder (SPD), children with disabilities, and any child in the community in need of a sensory and calming space.

*Active/Status Update:*

**Combination Dynamic Speed Feedback and School Zone Speed Limit Sign Assemblies (Delivery Phase 2 for Municipal Roads)** – The DPW received a grant from Mass DOT to install electronic signage for speed limits on West Street.

**Community Compact (IT) Grant** – Grant funds were awarded in December in the amount of \$115,000 to support conversion to records management system, including scanning and electronically filing many of the Town's files to relieve storage burden and make files more user friendly and searchable.

**Community Compact Grant "HR Procedures"** – Turnover in staff at Collin's Center. Working with them to finish up the project. In Progress

**DFS Firefighter Safety Grant** – FD was awarded for \$15,500 for a grant for turnout gear which they applied for in October.



**Early Education & Care** – The Recreation Department has received a grant of \$3,250 a month towards the Before/After School Program starting in October. (9/2022)- In Progress

**Hazard Mitigation Planning Grant** – We received approximately \$4,455 in a reimbursable grant to update the Town's Hazard Mitigation Plan. – In Progress

**Office of Grants & Research** – The Police Department received a grant with funding from the National Highway & Traffic Safety Administration in the amount of \$19,921 (9.2022) – In Progress.

**SAFE Grant** – FD applied for and were awarded a grant in the amount of \$5,400 for safety education.

**Shared Streets Grant**- In Progress.

**Small Bridge Grant (2019)** – Planning Grant Black Hill Road, in progress.

**State Earmark of Funds** – The unofficial working group will be meeting next week with CMRPC to get the zoning bylaw rewrite project, funded by earmark, up and running.

**United Way** – The Recreation Department applied for and were awarded funds in the amount of \$5000 for additional after school/out of school programming.

**Wachusett Reservoir Watershed Salt Reduction Grant** – We were awarded the 50/50 matching grant for a polar flex system, that if awarded would reduce the cost of the item, which is originally \$6,700, in half.

### Procurement:

Complete:

**Line Painting FY24** – We received the following bids for Line Painting.

Company Name	4" solid dbl yellow center line	4" solid white side fog line	"SCHOOL" stencil hand work	Blue handicapper marking	90 degree arrows	Fuel charge	Any other charges	Total
Pro Finish Liners Corp	\$10,969.34	\$4,468.23	\$100.00	\$600.00	\$140.00	\$250.00	Traffic control \$1,000.00	\$175,27.57
Markings Inc	\$14,307.84	\$5,828.13	\$99.00	\$834.00	\$157.00	0	0	\$21,225.97
K5 Corporation	\$13,512.96	\$5,763.37	\$120.00	\$600.00	\$116.00	0	0	\$20,112.33

**Paving Contracts FY24** – The IFB for the FY24 paving contract received bids from seven companies.

Company	Bituminous concrete (item #1) Per ton	Full Depth Pavement Reclamation (item #2) Pre square yard
PJ Albert	\$86.25	\$3.90
Mass Broken	\$80.48	N/A
Murray Paving	N/A	\$3.09
All States Construction	N/A	\$3.74
Lazaro Paving	\$90.00	\$4.00
Garrity Asphalt	N/A	\$4.96
PJ Keating	\$97.00	N/A

**IT Services FY24** – The solicitation for quotes for FY24 IT contracted services has been issued to four vendors and responses are due back Friday, June 23rd at 4 pm.

**Tivnan Field Lights** – Bids have been received and came in higher than anticipated, with the lowest by around \$173k and the highest at \$290k. The Recreation Board is discussing their options in a few weeks.

*To do:*

- Cable Access Software
- Records Building – Fence
- Town Common area drainage
- Well Pump - Recreation

**JOB OPENINGS**

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

**Municipal Custodian** – The position for Municipal Custodian has been advertised in the Landmark, the Town's website, and Indeed.com. This is the position for a new part-time 19-hour per week custodian for FY24 for the Town Hall, Public Safety, COA, and DPW buildings. We hope to have a person hired by the end of July, if not sooner.

- **(JP)** Congrats to Paxton Days Committee. Good job with moving inside the last minute. How well it was handled. Next year outside hopefully.
- **(CR)** I agree. The committee does a great job.
- **(KH)** Summer jam went off well on Sunday.
- **(CR)** Thank the Memorial Day committee as well.

**ADJOURN**

- **Adjourned Meeting at 9:14m, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for July 10, 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

## **COMMITTEE CHARGE**

Committee: **PAXTON ECONOMIC DEVELOPMENT COMMITTEE (EDC)**

Appointed by: **SELECT BOARD**

Members: **TBD**

Length of Term: **1 YEAR**

Charge Approved: **AUGUST 8, 2022**

Charge Amended: **--**

### **Mission**

The mission of the EDC will be to seek to improve the community's quality of life through an expanded local business base that respects and contributes to Paxton's community character and improves the economic well-being of all its residents.

Economic development policies will seek to create local servicing of resident's needs, increased local employment opportunities, and other benefits that have been identified by the community. Paxton will seek to create a supportive environment for local businesses and mutually supportive relationships among businesses, residents, and Town government.

Economic development efforts will be planned to avoid or mitigate impacts that would detract from Paxton's character and rural setting. Business development and expansion should contribute to community life and serve community needs, fit in Paxton's small town setting, be environmentally friendly, not strain local service capacity, and build upon and foster Paxton's special attributes, which include:

- Small rural atmosphere
- Route 56, Route 122, Scenic Byways, and easy access to Worcester
- Open space and undeveloped land
- Low tax rate and affordability
- Proximity to business activity in Worcester and neighboring communities.

### **Membership:**

Seven voting and two non-voting members, to include:

4 Town Business Owners (Agricultural/Farm; Retail; Home Office; other);

2 Residents;

1 Planning Board Member (Ex-Officio);

1 Town Administrator (Non-voting);

1 Finance Committee Member (Non-voting)

### **Deliverable(s):**

Study of Current Businesses in Town – completed by June 30, 2023, to include:

- a. Compiled list of all businesses (in home/store fronts) in Town
- b. Surveys and Interviews of all business owners, to include, at minimum (years in town, what is going well in Paxton, what roadblocks that have ran into)
- c. Survey of Town's residents to include what services they purchase in Paxton, what services they purchase in near by towns, what services they wish to see in Paxton.

## Donna Graf-Parsons

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**From:** Heather Munroe  
**Sent:** Thursday, June 22, 2023 9:11 AM  
**To:** Donna Graf-Parsons  
**Cc:** Volunteer  
**Subject:** Fw: Planning Board open position

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**From:** David Bloom <dave91@me.com>  
**Sent:** Thursday, June 22, 2023 5:44 AM  
**To:** Heather Munroe <hmunroe@townofpaxton.net>  
**Subject:** Fwd: Planning Board open position

Caution! This message was sent from outside your organization.

Dave

Dave Bloom  
M (973) 607-7432  
dave91@me.com

Begin forwarded message:

**From:** David Bloom <dave91@me.com>  
**Date:** June 21, 2023 at 9:14:05 PM EDT  
**To:** volunteer@townofpaxton.net  
**Cc:** Neil Bagdis <nbagdis@charter.net>  
**Subject:** Planning Board open position

To whom it concerns,

I would like to be considered for the open planning board position. I have expressed this interest to the planning board and plan on attending the joint BOS/planning board meeting on July 17.

Regards

Dave

Dave Bloom  
M (973) 607-7432  
dave91@me.com

To,

Members of the Town of Paxton Select Board  
697 Pleasant Street  
Paxton, Ma 01612

05/16/2023

From,

William A. Trotta  
12 Suomi Street  
Paxton , Ma 01612

Subject: Interest to join a committee

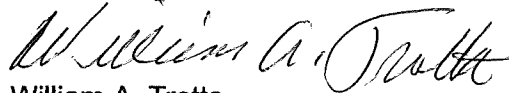
Respected Selectboard Members,

With due respect, my name is William Trotta, a resident of 12 Suomi Street.

I'm writing this letter to bring to your notice that I am interested in becoming a member of the Capital Improvement Planning Committee. I assure you that I will attend all meetings and will provide extreme efforts serving on this committee.

I hope you will accept this request and vote to approve me as a member of this committee. Any questions you may have for me, I can be contacted at 774-239-6125.

Thank you

A handwritten signature in black ink, appearing to read "William A. Trotta". The signature is fluid and cursive, with the first name "William" being the most prominent part.

William A Trotta

Board of Selectman  
Paxton Town Hall  
697 Pleasant Street  
Paxton, MA 01612

June 20, 2023

To the Board of Selectman:

The Library Board of Trustees currently has an open seat after the recent resignation of Patricia Dawson. After conversations amongst the Board, we support the selection of Rachel Stone to occupy the seat until the upcoming election in 2024. Rachel is a faithful patron of the library and welcomes the opportunity to be involved on the Board.

Thank you for your consideration.

Sincerely,

Christopher J. Isperduli  
Chair, Library Board of Trustees



TOWN OF PAXTON  
697 Pleasant Street, Paxton, MA 01612  
(508) 754-7638 Ext 20 Fax: (508) 797-0966

## SELECT BOARD APPOINTMENT TO BOARDS, COMMITTEES, COMMISSIONS

Applies to:	Boards, Committees, Commissions appointed by the Select Board
Select Board Original Adoption:	
Amended on:	--
Last Reviewed by the Select Board:	--

### **1.0 Policy Statement**

The Select Board appoints the majority of the Town's Committees; state statutes outline the powers and duties of many Committees; mission statements and Committee charges adopted by the Select Board further define the Committees' work. This policy focuses primarily on Select Board appointments, and joint appointments by the Select Board and another elected Board to a vacancy.

### **2.0 Reason for the Policy**

This policy shall provide guidance and consistency for interested parties, vacancies, and Boards, Committees, and Commissions for how vacancies in volunteer positions will be advertised, applied for, and appointed.

### **3.0 Scope of Policy**

This policy shall cover the notice of volunteer committee positions, vacancies, advertisement process and procedure, appointments, and re-appointments.

### **4.0 Who does this policy apply to?**

This policy shall cover all committee appointments that are under the jurisdiction of the Select Board and all joint appointments with other elected bodies when a vacancy between elections shall arise.

### **5.0 Who is responsible for enforcing this policy?**

The Select Board is responsible for enforcing this policy.

### **6.0 Definitions**

Committee: shall include all committees, boards, and commissions alike where the Select Board is the appointing authority.

Joint appointments: shall mean any joint vote that is required of both the Select Board and another elected body to fill a vacancy that resulted in a failure to elect after a Town Election or as a result of a vacancy. These appointments, under law, will only hold until

the next annual election.

## **7.0 Policy**

**7.1 Notice of Vacancy.** The Town Administrator shall be notified of all vacancies as soon as they are official.

**7.2 Publication of Vacancy.**

**7.2.1 When.** Once notice of said vacancy is received by the Town Administrator, they shall create an advertisement for such position within five business days.

**7.2.2 What.** The notice shall, at a minimum, include: a brief description of the Committee; composition of the Committee; if residency and/or voter status required; identification of appointing authority; expected time commitment for position; and date of requested deadline for Volunteer Applications.

**7.2.3 Where.** The notice shall be posted at Town Hall, on the Town's Website, and on any other relevant social media platform or professional page as may be deemed helpful.

**7.2.4 Length of Time.** The vacancy shall be posted for a minimum of ten business days.

**7.3 How to Apply.**

**7.3.1 Application.** To apply for a vacancy, any interested party, shall complete a volunteer application.

**7.3.2 Submission.** Applications shall be returned to [volunteer@townofpaxton.net](mailto:volunteer@townofpaxton.net) or in person to: Select Board Office, 697 Pleasant Street, Paxton, MA 01612.

**7.3.3 Redaction.** The Town Administrator, or their designee, shall cause all personal contact information to be redacted from the public volunteer application.

**7.3.4 Dissemination.** Once the deadline has occurred, the Town Administrator shall send all redacted applications to the Chair of the Committee with a vacancy.

**7.3.5 Review.** The Select Board shall receive all applications for an open vacancy at their next meeting on/following the deadline for that Committee's vacancy.

**7.3.6 Interview before the Board.** The Select Board Chair shall decide on whether it is appropriate to have the candidate(s) for a particular vacancy present before the Select Board at an open meeting. If deemed necessary, the candidate(s) shall be given at least 2 business day's notice.

**7.3.7 Appointment.** The Select Board shall vote to appoint a candidate to a vacancy including the following in their vote(s): the candidate's name, Committee appointed to, and expiration date of the appointment.



- 7.3.8 Unappointed Candidates.** The applications of volunteers who are not selected to fill a vacancy, or those who request to fill an unopen spot, will be kept on file at the Select Board's Office for two fiscal years.

**7.4 Appointed Member.**

- 7.4.1 Notice of Appointment.** Within two business days of the Select Board appointment, the Executive Assistant shall notify the candidate, the Town Clerk, and the Chair of the Committee of said appointment.
- 7.4.2 Conflict of Interest MGL Ch 268A.** As an appointed Committee member, a volunteer is considered a Municipal Employee and required to read a summary of the Conflict of Interest and take the online Conflict of Interest training within two weeks of appointment.
- 7.4.3 Open Meeting Law, MGL Ch 30A §§18-25.** A Committee member is required to read the Open Meeting Law Guide within 30 days of appointment.
- 7.4.4 Swearing in by the Town Clerk.** Within two weeks of appointment, the Committee Member is required to be sworn in by the Town Clerk's Office.

**8.0 Attachments**

- 8.1 Volunteer Application.** To be completed and signed by interested volunteers for all Committee Vacancies.



## TOWN OF PAXTON

### Application for:

### Volunteer Appointment to Boards, Committees, and Commissions

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Community Members interested in volunteering to serve on a Board, Committee, or Commission are requested to fill out the form below and submit by email to the Town, at [volunteer@townofpaxton.net](mailto:volunteer@townofpaxton.net), by mail to Select Board Office: ATTN: Volunteers, 697 Pleasant Street, Paxton, MA 01612, or in person to the Select Board Office.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Registered Voter in Paxton: \_\_\_\_\_

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*Please check the Board, Committee, or Commission that is of interest to you. One application is required for each requested Board, Committee, or Commission. The Boards, Committees, and Commission that require all members to be registered voters in Paxton are marked with an asterisk below.*

Occasionally an opening may arise on an elected board, committee, or commission. When such vacancies occur, this form may be used to apply for the vacancy. Those appointments will usually require a joint vote of the particular board and the Select Board. The appointment will only be until the next regular local election, usually held in May. Only registered voters of Paxton are eligible for these positions. Please select the OTHER option below and write in the Board, Committee, or Commission you're looking to fill.

- ☐ Anna Maria Scholarship Committee
- ☐ Board of Registrars\*
- ☐ Cable & Communications Committee
- ☐ Capital Improvement Planning Committee
- ☐ Conservation Committee
- ☐ Council on Aging
- ☐ Cultural Council
- ☐ DPW Building Committee

- ☐ Economic Development Commission (EDC)
- ☐ Historical Commission
- ☐ Local Historic District Committee
- ☐ Paxton Days Committee
- ☐ Scenic Byway Committee
- ☐ Town Buildings Need Study Committee
- ☐ Town Hall Renovation Committee
- ☐ OTHER: \_\_\_\_\_

If you are interested in serving, but are unsure which might be the best fit, please contact Town Administrator Heather Munroe, [hmunroe@townofpaxton.net](mailto:hmunroe@townofpaxton.net), to discuss and learn more.

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**Please answer each of the following questions.**

1. What professional experience, life experience, skills, insight, education, or special training would you bring to the Board, Committee, or Commission? A resume (one to two pages) is welcome but not required. You may optionally post a link to your LinkedIn resume here.
- 

2. Please describe your familiarity with the work that the Board, Committee, or Commission you are applying for does? If so, have you attended any meetings?
- 

3. What level of meeting frequency are you able to attend?

- a. Twice Weekly

b. Weekly

c. Twice Monthly

d. Monthly

e. Bi-Monthly
- ☐

☐

☐

☐

☐

4. Have you previously been a member of a Board, Committee, or Commission, in Paxton or elsewhere? If so, please list the name(s) and approximate dates of service.
- 

5. Are you currently serving on any Board, Committee, or Commission? If so, please provide the name of the Board, Committee, or Commission and when you were appointed.
-

6. Do you or anyone in your immediate family have a current employment or business relationship with the Town of Paxton that could create a conflict of interest? If so, please describe.

7. Are there any other possible conflicts of interest for serving on this Board, Committee, or Commission? If so, please describe.

**REQUIRED: Please read the following and sign an acknowledgement that you understand and agree:**

The completion of this form does not guarantee my appointment. This application will be kept on file for two (2) fiscal years (July 1 – June 30); after that I must file a new application to be considered for an appointment. Being appointed to a board, committee, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A and Open Meeting Law MGL Chapter 30A, §§ 18-25. I understand that I will read the Open Meeting Law Guide, the Summary of the Conflict of Interest, take the online Conflict of Interest training, and be sworn in by the Town Clerk within two weeks after my appointment.

**PLEASE NOTE: Once this form is submitted, it becomes a public document. If there is information that you do not want open to the public, please do not include it on this form. Information that will be redacted prior to the form being made public includes personal information includes: address, phone numbers, and email addresses.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Use Only:**

Date of Application

Acknowledgement: \_\_\_\_\_

Date Appointment Letter Sent: \_\_\_\_\_

Method of

Acknowledgement: \_\_\_\_\_

Method of

Acknowledgement: \_\_\_\_\_

No Openings at this time: \_\_\_\_\_

Date Committee Chair Notified: \_\_\_\_\_

Appointing Authority: Select Board \_\_\_\_\_ OTHER \_\_\_\_\_

Board/Committee/Commission: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Term: \_\_\_\_\_

### **5.3 Signs**

**5.3.1 Purpose:** The purpose of this section is for the regulation and restriction of signs, billboards, and other advertising devices within the Town of Paxton on streets or on private property within public view of a street, public park or reservation in order to protect and enhance the visual environment of the Town and the safety, convenience and welfare of its residents. The following shall not be deemed to regulate political signs to the extent such signs are protected by the United States Constitution and/or the Massachusetts Constitution.

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#### **5.3.2 Definitions:**

1. "Accessory Sign" means any sign which is accessory to the premises upon which it is located and which advertises, calls attention to, or indicates the person occupying the premises on which the sign is located, or the business transacted thereon; or advertises the property itself or any part thereof as for sale, lease or rent, and which contains no other matter.
2. "Non-Accessory Sign" means any sign not an accessory sign.
3. "Person" means an individual, corporation, society, association, partnership, trust or other entity, public or private.
4. "Sign" means any privately-owned, publicly-displayed, permanent or temporary board, placard, billboard, bulletin board, device, letter, word, medal, banner, pennant, insignia, trade flag or representation used as, or which is in the nature of, an advertisement, announcement or direction which is on a street or on private property within public view of a street, public park or reservation.
5. "Free Standing Sign" means any sign that is not attached to a building.
6. "Area of a Sign" shall be considered to include all lettering, wording, and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign and any "cutouts" or extensions, but shall not include any supporting structure or bracing. The area of a sign consisting of individual letters or symbols attached to or painted on a surface, building, wall or window shall be considered to be that of the smallest rectangle or triangle which encompasses all of the letters and symbols. The area of a sign consisting of a three-dimensional object shall be considered the area of the largest vertical cross-section of that object. Only one side shall be counted in computing the area of a double-faced sign.
7. "Temporary Sign" means any sign intended to be maintained for a continuous period of not more than sixty (60) days.

**5.3.3 Administration of Signs:** The Building Commissioner shall be the Sign Officer under this Bylaw. The Sign Officer shall, at reasonable times and upon presentation of credentials, have the power to enter upon the premises, on which any sign is erected or maintained, in order to inspect such sign. The Sign Officer is further authorized upon notice as herein provided, to order the repair or removal of any sign which in his judgment is, or is likely to become, dangerous, unsafe or in disrepair, or which is erected or maintained contrary to these sign regulations. He shall serve a written notice and order upon the owner of record of the premises where the sign is located and any advertiser, tenant or other person known to him, having control of or a substantial interest in, said sign, directing the repair or removal of the sign within seven (7) days after giving such notice. If such notice and order is not obeyed within such period of time, the Sign Officer shall, at reasonable times and upon presentation of credentials, have the power to enter upon the premises on which said sign is erected or maintained, and repair or remove, or cause to be repaired or removed, said sign. All expenses incurred by the Sign Officer in repairing or removing any sign shall be assessable against any person who failed to obey said notice and order, and shall be recoverable in any court of competent jurisdiction if not paid within sixty (60) days after notice of assessment is given by the Sign Officer to any such person.

Any person aggrieved by an order or decision of the Sign Officer under this Bylaw may appeal to the Board of Appeals in accordance with Section 6.2.4 of this Bylaw. Any five (5) or more residents of the Town of Paxton may petition the Sign Officer in writing to take any actions which he is authorized to take by these regulations to order or cause the repair or removal of any sign. In the event that the Sign Officer does not take such action within thirty (30) days of the date that

such petition was submitted to him, the Sign Officer shall hold a public hearing, notice of which shall be given by publication in accordance with Section 6.2.7.1 of this Bylaw, at which hearing he shall be permitted to explain why he has not taken the appropriate action and shall allow members of the public at the hearing to address him as to the reasons why he should take the action specified in the petition.

Any ten (10) or more residents of the Town of Paxton, after exhausting the remedies provided herein, may petition any court of competent jurisdiction for an order for the repair or removal of any sign which does not conform to the requirements of these sign regulations and for an assessment of penalties by the court.

#### **5.3.4 Movement, Illumination and Color of Signs:**

1. **Movement** No sign shall contain any moving, flashing or animated lights, or visible moving or Moveable parts, except such portions of a sign as consist solely or indicators of time, barometric pressure, and/or temperature, or automatically changing message, provided that a sign with an automatically changing message shall be permitted only if the Board of Selectmen so approve in writing.
2. **Illumination**: No sign shall be illuminated after eleven (11) p.m., and before six (6) a.m., next following unless the premises on which it is located is open for business. Signs may be illuminated only by the following means:
  - a.) a white, steady stationary light or reasonable intensity shielded and directed solely at the sign, or
  - b.) an interior light or reasonable intensity, or
  - c.) in a Business District only, by neon or gas-filled tubes.
1. **Colors**: No sign in the Town of Paxton shall contain more than four (4) colors. No sign shall contain red or green lights if such colors would, in the opinion of the Paxton Police Department, constitute a driving hazard.

**5.3.5 Non-Accessory Signs**: Non-Accessory signs are prohibited in the Town of Paxton, except for temporary signs as provided in Section 5.3.6:3 hereof.

#### **5.3.6 Additional Requirements for Accessory Signs:**

1. **General Residence Districts**: In General Residence Districts A and B, no accessory sign, either free-standing or attached to a building, shall be erected or maintained except as follows:
  - a.) one sign on a premises displaying the street number and/or name of the occupant of the premises not exceeding two (2) square feet in area.
  - b.) one sign on a premises accessory to a permitted principal use other than a detached single family dwelling, and not exceeding twelve (12) square feet in area. Such sign may exceed twelve (12) square feet in area but in no case shall exceed sixteen (16) square feet in area if allowed by Special Permit in accordance with Section 6.2.5 hereof.
  - c.) one sign on a premises advertising an accessory use as authorized under Section 3.2.4.21 (home business) or Section 3.2.6 hereof, and not exceeding two (2) square feet in area.
  - d.) one "For Sale," "For Lease", or "For Rent" sign on a premises not exceeding twelve (12) square feet in area, and advertising only the premises on which it is located.
  - e.) one contractor's sign, not exceeding twelve (12) square feet in area, maintained on the premises while construction is in process, and containing only information relevant to the project. Such sign shall be removed promptly after completion of the construction but not later than the issuance of a certificate of use and occupancy.
  - f.) one identification sign at any public entrance to subdivision provided written permission for such sign is obtained from the Sign Officer who shall specify limits on the sign size and length of time it is to be maintained.
  - g.) one bulletin or announcement board, identification sign or entrance marker for each public entrance to the premises upon which a church, synagogue, or institution is located, not exceeding twelve (12) square feet in area, provided that there shall be not more than three (3) such signs for each such church, synagogue or institution.
2. **Business Districts**: In a Business District, no accessory sign shall be erected or maintained except as follows:
  - a.) accessory signs as permitted in General Residence Districts under Section 5.3.6.1 (a); 5.3.6.1 (c); 5.3.6.1 (d); 5.3.6.1 (e); 5.2.6.1 (g); and
  - b.) in addition, other accessory signs which comply with the following requirements:

- i. Attached Signs: An attached sign shall be firmly affixed to a building and shall not project beyond the face of any other wall of the building, or above the top of the wall to which it is attached, or be located on the roof of any building. Such sign shall not project more than twelve (12) inches in the case of a sign parallel with the wall, or three (3) feet from the face of wall in the case of a sign projecting from the wall. The area of an attached sign in a Business District shall not exceed forty (40) square feet.

There shall be not more than one exterior attached sign for each separate and distinct business establishment except that if there is more than one public entrance to any such establishment, there may be one additional secondary attached sign for each such entrance; provided that the aggregate area of all such secondary signs shall not exceed twenty (20) square feet in area. In addition to the foregoing sign or signs, one (1) directory of the business establishments occupying a building may be affixed to the exterior wall of such building at each public entrance to the building. Such directory shall not exceed an area determined on the basis of one (1) square foot for each establishment occupying the building.

- ii. Free Standing Signs: There shall be not more than one (1) exterior free-standing sign for each separate and distinct business establishment advertising goods or services offered by an occupant of the premises for sale, hire or use; except that if the lot frontage on a principal street of such premises exceeds two hundred (200) linear feet, there may be one such sign for each two (200) linear feet of lot frontage of such premises. In no event, however, shall a free-standing sign exceed forty (40) square feet in area, or be located within ten (10) feet of any lot line. In addition, no freestanding sign shall exceed fifteen (15) feet in height from the ground.
- iii. Window Signs: Signs painted or placed on the inside of the glass of a window in a Business District shall be permitted, provided that the aggregate area of such signs does not exceed twenty (20) percent of the area of the window glass.

### 3. All Districts:

- a.) Temporary Signs: Temporary signs which comply, with the sign regulations are permitted subject to the Sign Officer's approval. In the event of failure to remove a temporary sign, the Sign Officer shall have the power to remove such sign in the manner prescribed in Section 5.3.3 hereof.
- b.) Parking Signs: The provision of this Section 5.3.6 shall not apply to any sign limited solely to directing traffic within, or setting out restrictions on the use of parking areas and not exceeding four (4) square feet in area.

**5.3.7 Non-Conformance of Accessory Signs**: Accessory signs legally erected before the adoption of these sign regulations, which do not conform to the provisions hereof, may continue to be maintained, provided, however, that no such sign reworded (other than in the case of signs with automatically changing messages), redesigned or altered in any way, including repainting in a different color, except to conform to the requirements of these sign regulations; and provided further that any such sign which has deteriorated to such an extent that the cost of restoration would exceed thirty-five (35) percent of the replacement cost of the sign at the time of restoration shall not be repaired or rebuilt or altered except to conform to the requirements of this Bylaw. Any exemption provided in this Section 5.3.7 shall terminate with respect to any sign which:

- a.) shall have been abandoned;
- b.) advertises or calls attention to any products, businesses or activities which are no longer sold or carried on, whether generally or at the particular premises, or

shall not have been repaired or properly maintained within thirty (30) days after notice to that effect has been given by the Sign Officer



### **5.3.2 Definitions:**

1. "Accessory Sign" means any sign which is accessory to the premises upon which it is located and which advertises, calls attention to, or indicates the person occupying the premises on which the sign is located, or the business transacted thereon; or advertises the property itself or any part thereof as for sale, lease or rent, and which contains no other matter.
2. "Non-Accessory Sign" means any sign not an accessory sign.
8. "Person" means an individual, corporation, society, association, partnership, trust or other entity, public or private.
9. "Sign" means any privately-owned, publicly-displayed, permanent or temporary board, placard, billboard, bulletin board, device, letter, word, medal, banner, pennant, insignia, trade flag or representation used as, or which is in the nature of, an advertisement, announcement or direction which is on a street or on private property within public view of a street, public park or reservation.
10. "Free Standing Sign" means any sign that is not attached to a building.
11. "Area of a Sign" shall be considered to include all lettering, wording, and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign and any "cutouts" or extensions, but shall not include any supporting structure or bracing. The area of a sign consisting of individual letters or symbols attached to or painted on a surface, building, wall or window shall be considered to be that of the smallest rectangle or triangle which encompasses all of the letters and symbols. The area of a sign consisting of a three-dimensional object shall be considered the area of the largest vertical cross-section of that object. Only one side shall be counted in computing the area of a double-faced sign.
12. "Temporary Sign" means any sign intended to be maintained for a continuous period of not more than sixty (60) days.

**5.3.3 Administration of Signs:** The Building Commissioner shall be the Sign Officer under this Bylaw. The Sign Officer shall, at reasonable times and upon presentation of credentials, have the power to enter upon the premises, on which any sign is erected or maintained, in order to inspect such sign. The Sign Officer is further authorized upon notice as herein provided, to order the repair or removal of any sign which in his judgment is, or is likely to become, dangerous, unsafe or in disrepair, or which is erected or maintained contrary to these sign regulations. He shall serve a written notice and order upon the owner of record of the premises where the sign is located and any advertiser, tenant or other person known to him, having control of or a substantial interest in, said sign, directing the repair or removal of the sign within seven (7) days after giving such notice. If such notice and order is not obeyed within such period of time, the Sign Officer shall, at reasonable times and upon presentation of credentials, have the power to enter upon the premises on which said sign is erected or maintained, and repair or remove, or cause to be repaired or removed, said sign. All expenses incurred by the Sign Officer in repairing or removing any sign shall be assessable against any person who failed to obey said notice and order, and shall be recoverable in any court of competent jurisdiction if not paid within sixty (60) days after notice of assessment is given by the Sign Officer to any such person.

Any person aggrieved by an order or decision of the Sign Officer under this Bylaw may appeal to the Board of Appeals in accordance with Section 6.2.4 of this Bylaw. Any five (5) or more residents of the Town of Paxton may petition the Sign Officer in writing to take any actions which he is authorized to take by these regulations to order or cause the repair or removal of any sign. In the event that the Sign Officer does not take such action within thirty (30) days of the date that such petition was submitted to him, the Sign Officer shall hold a public hearing, notice of which shall be given by publication in accordance with Section 6.2.7.1 of this Bylaw, at which hearing he shall be permitted to explain why he has not taken the appropriate action and shall allow members of the public at the hearing to address him as to the reasons why he should take the action specified in the petition.

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#### **5.3.4 Movement, Illumination and Color of Signs:**

1. **Movement** No sign shall contain any moving, flashing or animated lights, or visible moving or Moveable parts, except such portions of a sign as consist solely or indicators of time, barometric pressure, and/or temperature, or automatically changing message, provided that a sign with an automatically changing message shall be permitted only if the Board of Selectmen so approve in writing.
2. **Illumination**: No sign shall be illuminated after eleven (11) p.m., and before six (6) a.m., next following unless the premises on which it is located is open for business. Signs may be illuminated only by the following means:
  - a.) a white, steady stationary light or reasonable intensity shielded and directed solely at the sign, or
  - d.) an interior light or reasonable intensity, or
  - e.) in a Business District only, by neon or gas-filled tubes.
2. **Colors**: No sign in the Town of Paxton shall contain more than four (4) colors. No sign shall contain red or green lights if such colors would, in the opinion of the Paxton Police Department, constitute a driving hazard.

**5.3.5 Non-Accessory Signs**: Non-Accessory signs are prohibited in the Town of Paxton, except for temporary signs as provided in Section 5.3.6:3 hereof.

#### **5.3.6 Additional Requirements for Accessory Signs:**

1. **General Residence Districts**: In General Residence Districts A and B, no accessory sign, either free-standing or attached to a building, shall be erected or maintained except as follows:
  - h.) one sign on a premises displaying the street number and/or name of the occupant of the premises not exceeding two (2) square feet in area.
  - i.) one sign on a premises accessory to a permitted principal use other than a detached single family dwelling, and not exceeding twelve (12) square feet in area. Such sign may exceed twelve (12) square feet in area but in no case shall exceed sixteen (16) square feet in area if allowed by Special Permit in accordance with Section 6.2.5 hereof.
  - j.) one sign on a premises advertising an accessory use as authorized under Section 3.2.4.21 (home business) or Section 3.2.6 hereof, and not exceeding two (2) square feet in area.
  - k.) one "For Sale," "For Lease", or "For Rent" sign on a premises not exceeding twelve (12) square feet in area, and advertising only the premises on which it is located.
  - l.) one contractor's sign, not exceeding twelve (12) square feet in area, maintained on the premises while construction is in process, and containing only information relevant to the project. Such sign shall be removed promptly after completion of the construction but not later than the issuance of a certificate of use and occupancy.
  - m.) one identification sign at any public entrance to subdivision provided written permission for such sign is obtained from the Sign Officer who shall specify limits on the sign size and length of time it is to be maintained.
  - n.) one bulletin or announcement board, identification sign or entrance marker for each public entrance to the premises upon which a church, synagogue, or institution is located, not exceeding twelve (12) square feet in area, provided that there shall be not more than three (3) such signs for each such church, synagogue or institution.
2. **Business Districts**: In a Business District, no accessory sign shall be erected or maintained except as follows:
  - c.) accessory signs as permitted in General Residence Districts under Section 5.3.6.1 (a); 5.3.6.1 (c); 5.3.6.1 (d); 5.3.6.1 (e); 5.2.6.1 (g); and
  - d.) in addition, other accessory signs which comply with the following requirements:
    - iv. **Attached Signs**: An attached sign shall be firmly affixed to a building and shall not project beyond the face of any other wall of the building, or above the top of the wall to which it is attached, or be located on the roof of any building. Such sign shall not project more than twelve (12) inches in the case of a sign parallel with the wall, or three (3) feet from the face of wall in the case of a sign projecting from the wall. The area of an attached sign in a Business District shall not exceed forty (40) square feet.

There shall be not more than one exterior attached sign for each separate and distinct business establishment except that if there is more than one public entrance to any such establishment, there may be one additional secondary attached sign for each such entrance; provided that the aggregate area of all such secondary signs shall not exceed twenty (20) square feet in area. In addition to the foregoing sign or signs, one (1) directory of the business establishments occupying a building may be affixed to the exterior wall of such building at each public

entrance to the building. Such directory shall not exceed an area determined on the basis of one (1) square foot for each establishment occupying the building.

- v. Free Standing Signs: There shall be not more than one (1) exterior free-standing sign for each separate and distinct business establishment advertising goods or services offered by an occupant of the premises for sale, hire or use; except that if the lot frontage on a principal street of such premises exceeds two hundred (200) linear feet, there may be one such sign for each two (200) linear feet of lot frontage of such premises. In no event, however, shall a free-standing sign exceed forty (40) square feet in area, or be located within ten (10) feet of any lot line. In addition, no freestanding sign shall exceed fifteen (15) feet in height from the ground.
- vi. Window Signs: Signs painted or placed on the inside of the glass of a window in a Business District shall be permitted, provided that the aggregate area of such signs does not exceed twenty (20) percent of the area of the window glass.

### 3. All Districts:

- b.) Temporary Signs: Temporary signs which comply, with the sign regulations are permitted subject to the Sign Officer's approval. In the event of failure to remove a temporary sign, the Sign Officer shall have the power to remove such sign in the manner prescribed in Section 5.3.3 hereof.
- b.) Parking Signs: The provision of this Section 5.3.6 shall not apply to any sign limited solely to directing traffic within, or setting out restrictions on the use of parking areas and not exceeding four (4) square feet in area.

**5.3.7 Non-Conformance of Accessory Signs:** Accessory signs legally erected before the adoption of these sign regulations, which do not conform to the provisions hereof, may continue to be maintained, provided, however, that no such sign reworded (other than in the case of signs with automatically changing messages), redesigned or altered in any way, including repainting in a different color, except to conform to the requirements of these sign regulations; and provided further that any such sign which has deteriorated to such an extent that the cost of restoration would exceed thirty-five (35) percent of the replacement cost of the sign at the time of restoration shall not be repaired or rebuilt or altered except to conform to the requirements of this Bylaw. Any exemption provided in this Section 5.3.7 shall terminate with respect to any sign which:

- c.) shall have been abandoned;
- d.) advertises or calls attention to any products, businesses or activities which are no longer sold or carried on, whether generally or at the particular premises, or

shall not have been repaired or properly maintained within thirty (30) days after notice to that effect has been given by the Sign Officer



**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

July 10, 2023

**RE: Sole Source Justification – 24-06 VADAR**

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 FY25-06 for Financial Accounting Software.

<b>Contractor's Name:</b>	VADAR Systems
<b>Contract Term:</b>	July 1, 2023- June 30, 2026
<b>Contract Amount:</b>	\$42,044.47
<b>Basis of Determination:</b>	<i>The Town currently uses, and has used since transitioning from paper and pen approximately 20 years ago, VADAR, for our Town's financial accounting software platform. It would be cumbersome and cost prohibitive to change the Town's financial software.</i>

After a reasonable investigation, VADAR is the only potential bidder that offers this software and is therefore the only one practicable source for the required supply is VADAR.

Sincerely,

*Heather M Munroe*

Heather M. Munroe  
Town Administrator, CPO

## SELECTMEN LIAISON ASSIGNMENTS FY 2024

<u><b>Julia N. Pingitore</b></u>	<u><b>Kirk Huehls</b></u>	<u><b>Carol L. Riches</b></u>
<u><b>Chairman</b></u>	<u><b>Vice-Chairman</b></u>	<u><b>Clerk</b></u>
Police Department	Highway Department	Fire Department / Emergency Manager
Town Counsel	Building Department /Inspectors	Historic District Commission
Wachusett Regional School District/Bay Path Vocational High School	Planning Board	Conservation Commission
Representative & Senators	Water Board	Recreation Commission
Town Hall Personnel	Communication & Cable Committee	Capital Improvement Committee
Board of Health / Hazardous Waste	Central Mass Regional Planning	Finance Committee
Paxton Center School Council	Cemetery Commission	Council on Aging
Assessors	Zoning Board of Appeals	Library
Light Department	Economic Development Committee	Historical Commission
Anna Maria College		Town Hall Renovation Committee

Appointment

Elected



## PUBLIC COMMENT POLICY – SELECT BOARD MEETINGS

Applies to:	Select Board Meetings
Select Board Original Adoption:	
Amended on:	--
Last Reviewed by the Select Board:	--

### **1.0 Policy Statement**

To offer residents the opportunity to provide public comments during Select Board Meetings on matters within the scope of the Board's Authority.

### **2.0 Reason for the Policy**

The Paxton Select Board encourages all residents to attend its meetings and welcomes their views on matters within the Board's jurisdiction whether expressed in person, by phone or by written communication. Civility is encouraged when addressing the Board during Public Comment.

### **3.0 Scope of Policy**

All regular and special meetings of the Select Board shall be open to the public and shall conform to the Open Meeting Law of the Commonwealth of Massachusetts (M.G.L Ch. 30A, §20). The public shall be precluded from attending an executive session meeting of the Select Board for reasons pursuant to M.G.L Ch. 30A §21.

### **4.0 Who does this policy apply to?**

Anyone who is attending, whether in person or virtually, a Paxton Select Board meeting.

### **5.0 Who is responsible for enforcing this policy?**

The Chair of the Paxton Select Board is the designated individual who presides over the meetings.

### **6.0 Policy**

#### **6.1 Responsibility of Select Board Chair**

Pursuant to M.G.L Ch. 30A §20(g), no person shall address a meeting of a public body without permission of the Chair, and all persons shall, at the request of the Chair, be silent.

The Chair shall have the right to rule a person out of order if said person:

- Speaks out of order;
- Engages in other disorderly conduct during a meeting; and/or

- Attempts to address a matter that is not within the public body's scope of authority and responsibility.

## **6.2 Procedure for General Public Comments**

- 6.2.1** Public comment will occur at each business meeting held in open session after the agenda section Select Board Correspondence, except as otherwise determined by the Chair. Public comment shall not be included in meetings that include open session only for voting to enter executive session or at board workshops. The public comment period shall not address matters related to public hearings included on the Board's agenda.
- 6.2.2** A speaker or group/ organization will be allowed to offer public comment once per meeting and shall be limited to speaking once per month on the same topic. The order of speakers will be randomly assigned by staff prior to the meeting.
- 6.2.3** The public comment period is not to exceed 15 minutes to allow the Board to complete its required business in a timely manner. Comments will be limited to 3 minutes per person/group, allowing a maximum of 5 speakers per meeting. Verbal comments will be curtailed by the Chair once they exceed the time limits.
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- 6.2.5** Speakers will begin their remarks by stating their first and last name, address, and affiliation (group, organization, etc.) for the record. All remarks will be addressed through the Chair of the meeting.
- 6.2.6** Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodations for a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material.
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at an appropriate time. Written comments shall include the individuals first and last name and address.

### **6.3 Response to Public Comments**

- 6.3.1** Upon closing of the General Public Comment period, further public comments shall not be heard.
- 6.3.2** The Public Comment Period is not a time that any individual or group may question any member of the Board of Selectmen concerning a particular course of action pending or upcoming. This time will not be used for any debates by an individual or group concerning the Board's previous actions and decisions or pending and upcoming matters. The Select Board will generally listen rather than respond to comments, except under extenuating circumstances and only if the Chair permits.
- 6.3.3** Public comments related to repairs, maintenance, safety issues or general information will be referred to the appropriate department through the Town Administrator.



# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

July 10, 2023

## BOARD/COMMITTEE OPENINGS

### Boards, Committees, Commissions

**Economic Development Committee** – There are two public, and two business member openings for the Economic Development Committee. Please see the [Town's website](#) for more information.

See the Town's Website for all openings and how to submit a letter of interest.

## COMMUNITY HAPPENINGS

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

**Police Bike Rodeo** – This event was preliminarily schedule for Sunday, July 30<sup>th</sup>.

**Summer Music Series** – Join Paxton Recreation as they host the Summer Music series on Thursday evenings at the Paxton Bandstand from 6:30 PM to 8:30 PM starting on July 13<sup>th</sup>. This year's line up is sponsored by the Mass Cultural Council and Country Bank. Please note that in the event of inclement weather, the evenings performance will be cancelled.

July 13 <sup>th</sup>	<b>The Midnight Riders</b> <u><a href="http://www.facebook.com/themidnightridersbandma">www.facebook.com/themidnightridersbandma</a></u>
July 20 <sup>th</sup>	<b>Donna Lee and the Crooked Ledge Band</b> <u><a href="https://www.donnaleeentertainment.com/">https://www.donnaleeentertainment.com/</a></u>
July 27 <sup>th</sup>	<b>Paul Courchaine</b> <u><a href="https://www.facebook.com/paulcourchainemusic/">https://www.facebook.com/paulcourchainemusic/</a></u>
Aug 3 <sup>rd</sup>	<b>ASB Band</b> <u><a href="http://www.ambientsojourn.com">www.ambientsojourn.com</a></u>
Aug 10 <sup>th</sup>	<b>Petty Larceny Band</b> <u><a href="http://www.petty-larceny-band.com">www.petty-larceny-band.com</a></u>
Aug 17 <sup>th</sup>	<b>Paxton Crossing</b> <u><a href="https://www.facebook.com/PaxtonCrossing">https://www.facebook.com/PaxtonCrossing</a></u>

## **DEPARTMENTAL UPDATES**

### **IT**

We held an initial kick-off meeting with Suzor IT to begin the transition. We will be holding a meet and greet with the IT company staff and our department heads in the next week. We have begun to transition our licenses over to Suzor IT, and will be working with Suzor IT to conduct an IT assessment for Paxton over the next few months.

## **FINANCES**

### **Grants**

#### *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:**

Complete:

**Diesel Fuel** – Bids due Monday, July 10<sup>th</sup> at 12 noon

*To do:*

- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Town Common area drainage

✓ Well Pump - Recreation

## **JOB OPENINGS**

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

**Municipal Custodian** – The position for Municipal Custodian has been advertised in the Landmark, the Town's website, and Indeed.com. This is the position for a new part-time 19-hour per week custodian for FY24 for the Town Hall, Public Safety, COA, and DPW buildings. We hope to have a person hired by the end of July, if not sooner.

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



**TOWN ADMINISTRATOR GOALS**  
Feb 2023 - Dec 2023

Current % Complete 40%

#	Goal	Description	Due Date	TOTAL Elements	2023 Elements	Timely Elements Completed	% Complete
A	Transparency & Communication	The Town Administrator will work with the Select Board to foster an environment that is transparent and where information is readily accessible on the Town's Website no later than June 30, 2023.	6/30/2023	7	7	1	14%
B	Streamline Operations	The TA will work with departments to streamline processes, review current fee schedules, and consolidate information before December 30, 2024.	12/31/2023	7	7	2	29%
C	Complete Grant Projects	To complete all four outstanding open grant projects by December 31, 2023.	12/31/2023	4	3	2	67%
D	Complete Procurement Projects	To complete all eleven outstanding open grant projects by September 30, 2023.	9/1/2023	11	11	7	64%
E	Prepare Changes for Annual Town Meeting	The TA will work with appropriate departments to: offer a replacement of Town Accepted Street lists; compiled bylaws with outdated sections removed; revised revolving fund bylaw to include inspectional services, update recreation, and add trash services before Town Warrant closes on March 27, 2023.	4/1/2026	6	6	6	100%
F	FY24 Budget	Work with all departments and Fin Com to produce transparent budget with consolidation and efficiencies by May 1, 2023.	5/1/2023	9	9	6	67%
G	Charter	Work with the Select Board, Departments, and Community to start working on a review of the Special Act (Town Charter) and submit a final document to the Select Board for review and to move forward to ATM in May of 2024.	2/1/2024	7	5	1	20%
H	SB Materials	Work on Select Board materials being compiled and submitted online for review 48 hours in advance of SB meetings by June 30, 2023.	5/1/2023	4	4	4	100%
I	DPW Building	Work with DPW Building Committee to come up with a plan for, strategize, and prepare financial strategy for funding a new DPW Building. Address current issues to make DPW building work while waiting. Complete by 06/2026	6/30/2026	6	4	1	25%
J	EDC	Assist the Economic Development Committee with their charge and producing their deliverables by June 30, 2023.	6/30/2023	3	3	2	67%
K	Consistency	Work with all to establish practices and procedures to create consistency amongst departments and employees where applicable in at least five areas before the end of December 2024.	7/1/2025	5	3	1	33%
L	Technology, Security	Work with staff to comply with revised cybersecurity regulations, create IT equipment inventory, create IT replacement plan, and evaluate for efficiencies by December 2023.	6/30/2023	8	8	1	13%
M	Applications and Fees	Review Select Board applications and fee schedule. Work with Exec Assisant to add all applications to the Town's View Permit site and update all fees to electronic payment option no later than July 1, 2023.	7/1/2023	3	3	0	0%
N	Employee Satisfaction & Engagement	Seek to promote a positive workplace environment where staff feel valued and respected, assesses and implementing three non-monetary ways to improve satisfaction, complete by December 30, 2023.	12/31/2023	4	4	0	0%
O	Comply with FY22 Audit Recommendations	Review financial audit and implement suggested changes no later than June 30, 2024.	6/30/2024	10	5	2	40%
P	Workforce Development	Provide a performance review of all department heads, pursuant to Town Policies, and identify opportunities for employee development including recommending and supporting available training, certification and/or further education no later than December 30, 2023.	12/30/2023	8	8	0	0%
TOTAL				102	90	36	40%



TOWN OF PAXTON  
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## Select Board Goals

FY2023

Approved: December 12, 2022

Status Update: July 1, 2023

*(Green Highlights are completed)*

### Section 1

1. To be responsive to all requests that come before the Selectboard prior to the next meeting.
2. Where possible to respond to request for signatures on Town documents within two business days period.
3. Routinely connect with the Town Administrator on a weekly basis.
  - ✓ As of 03.2023 Update - TA has scheduled meeting with Carol each Monday, regularly calls Julia on Wednesdays, and checks in with Kirk on Fridays.
4. To connect with your liaison assignments on a quarterly basis.
5. To attend at least 50% of town sponsored community events.
6. Invite the school committee representatives to a Select Board meeting on a quarterly basis.
7. Hold a joint meeting with the Finance Committee in advance of the FY24 budget season to work on directives for the upcoming year.
  - ✓ As of 03.2023 Update - Completed on February 13, 2023.
8. Hold a joint meeting with the Capital Improvement Committee to receive FY24 capital requests and then the Select Board will decide what funding methods should be used.
  - ✓ As of 03.2023 Update - Scheduled for April 24, 2023.

## **Section 2**

1. Establish and appoint a Charter Review Commission no later than March of 2023 with an interim report due from the Commission by December of 2023.
  - ✓ As of 03.2023 Update – Select Board discussed having each Board member review the Charter and to have all Boards, Committees, and Commissions notified that this will be reviewed, in order to submit thoughts.

## **Section 3**

1. Invite Boards and Committees to a Select Board meeting for a brief update on their work. These will be scheduled by groups for the first meeting of each month with committees reporting to the Select Board twice a year.
  - a. January and July – Land use, Conservation Commission, Planning Board, Zoning Board of Appeals.
    - ✓ As of 03.2023 Update - January Meeting took place.
    - ✓ As of 07.2023 Update – July Meeting is scheduled.
  - b. February and August – Library, COA and Recreation.
    - ✓ As of 03.2023 Update - February meeting took place.
  - c. March and September – Assessors, Finance Committee, Capital Improvement
  - d. April and October, Board of Health, Board of Registrars
    - ✓ As of 07.2023 Update - April meeting took place.
  - e. May and November – Historical Commission, Cemetery, Cable Committee
    - ✓ As of 07.2023 Update - May meeting took place.
2. Improve consistency of role of a select person
  - a. Work toward a Selectboard handbook
    - ✓ As of 03.2023 Update – Julia will be working on collecting materials to build a document that is more specific to our Town than the MMA Select Board manual.
  - b. Define liaison positions
3. Formalize the budgeting process.
  - a. Set policy defining the selectboard’s role in the budgetary process.
  - b. Consider setting an annual timeline.

- ✓ As of 03.2023 Update - Annual Calendar drafted and approved by SB, Capital, and Fin Com. With a change of the ATM, a revised calendar is in the works.

**c. Work with finance at the outset of budget season to communicate expectations to departments.**

- ✓ As of 03.2023 Update - Joint meeting held with Fin Com to discuss FY24 budget and annual budget notice issued to departments after SB approval.

**4. Establish an Economic Development Committee**

- a. Support the committee's charge and invite the committee to review progress quarterly.
- ✓ As of 03.2023 Update - Committee established by SB. Committee has next meeting in end of March. Will need to invite chair into SB meeting early April.
- ✓ As of 07.2023 Update – Committee configuration was revoted in June by SB and volunteer applications are now being received.

**5. Seek to improve townwide communication**

- a. As of 03.2023 Update – The Town regularly utilizes the Electronic Signs, Code Red, and the Town Website. Cable Committee has done a great job with getting the messages out. The SB and Fin Com meetings are now broadcast at the Public Safety Building.
6. Support efforts to define communication plan for daily events vs. emergency situations. Seek to improve transparency

**a. Make selectboard packets readily accessible to the public**

- ✓ As of 07.2023 Update – SB packets have been made available to the public in advance of the meetings since March 27, 2023 and for most subsequent meetings when relevant.

- b. Utilize resident surveys where appropriate

7. Seek to support townwide initiatives which enhance efficiency

8. Seek to support initiatives to improve town information technology, safety and security

**9. Set goals for the Town Administrator by December 31, 2022, with list to Donna by November 15, 2022.**

- ✓ As of 03.2023 Update - Completed and approved by SB in February 2023.



#### **Section 4**

1. Once the Town Administrator has reviewed and updated the fee schedule for licenses in the Select Board office, they can be presented to the Select Board for review. Then we can the application. Have forms that do not require payment available by April 1<sup>st</sup> and forms with payment by July 1<sup>st</sup>.



## SELECT BOARD APPOINTMENT TO BOARDS, COMMITTEES, COMMISSIONS

Applies to:	Boards, Committees, Commissions appointed by the Select Board
Select Board Original Adoption:	
Amended on:	--
Last Reviewed by the Select Board:	--

### **1.0 Policy Statement**

The Select Board appoints the majority of the Town's Committees; state statutes outline the powers and duties of many Committees; mission statements and Committee charges adopted by the Select Board further define the Committees' work. This policy focuses primarily on Select Board appointments, and joint appointments by the Select Board and another elected Board to a vacancy.

### **2.0 Reason for the Policy**

This policy shall provide guidance and consistency for interested parties, vacancies, and Boards, Committees, and Commissions for how vacancies in volunteer positions will be advertised, applied for, and appointed.

### **3.0 Scope of Policy**

This policy shall cover the notice of volunteer committee positions, vacancies, advertisement process and procedure, appointments, and re-appointments.

### **4.0 Who does this policy apply to?**

This policy shall cover all committee appointments that are under the jurisdiction of the Select Board and all joint appointments with other elected bodies when a vacancy between elections shall arise.

### **5.0 Who is responsible for enforcing this policy?**

The Select Board is responsible for enforcing this policy.

### **6.0 Definitions**

Committee: shall include all committees, boards, and commissions alike where the Select Board is the appointing authority.

Joint appointments: shall mean any joint vote that is required of both the Select Board and another elected body to fill a vacancy that resulted in a failure to elect after a Town Election or as a result of a vacancy. These appointments, under law, will only hold until

the next annual election.

## **7.0 Policy**

**7.1 Notice of Vacancy.** The Town Administrator shall be notified of all vacancies as soon as they are official.

### **7.2 Publication of Vacancy.**

**7.2.1 When.** Once notice of said vacancy is received by the Town Administrator, they shall create an advertisement for such position within five business days.

**7.2.2 What.** The notice shall, at a minimum, include: a brief description of the Committee; composition of the Committee; if residency and/or voter status required; identification of appointing authority; expected time commitment for position; and date of requested deadline for Volunteer Applications.

**7.2.3 Where.** The notice shall be posted at Town Hall, on the Town's Website, and on any other relevant social media platform or professional page as may be deemed helpful.

**7.2.4 Length of Time.** The vacancy shall be posted for a minimum of ten business days.

### **7.3 How to Apply.**

**7.3.1 Application.** To apply for a vacancy, any interested party, shall complete a volunteer application.

**7.3.2 Submission.** Applications shall be returned to [volunteer@townofpaxton.net](mailto:volunteer@townofpaxton.net) or in person to: Select Board Office, 697 Pleasant Street, Paxton, MA 01612.

**7.3.3 Redaction.** The Town Administrator, or their designee, shall cause all personal contact information to be redacted from the public volunteer application.

**7.3.4 Dissemination.** Once the deadline has occurred, the Town Administrator shall send all redacted applications to the Chair of the Committee with a vacancy.

**7.3.5 Review.** The Select Board shall receive all applications for an open vacancy at their next meeting on/following the deadline for that Committee's vacancy.

**7.3.6 Interview before the Board.** The Select Board Chair shall decide on whether it is appropriate to have the candidate(s) for a particular vacancy present before the Select Board at an open meeting. If deemed necessary, the candidate(s) shall be given at least 2 business day's notice.

**7.3.7 Appointment.** The Select Board shall vote to appoint a candidate to a vacancy including the following in their vote(s): the candidate's name, Committee appointed to, and expiration date of the appointment.

**7.3.8 Unappointed Candidates.** The applications of volunteers who are not selected to fill a vacancy, or those who request to fill an unopen spot, will be kept on file at the Select Board's Office for two fiscal years.

**7.4 Appointed Member.**

**7.4.1 Notice of Appointment.** Within two business days of the Select Board appointment, the Executive Assistant shall notify the candidate, the Town Clerk, and the Chair of the Committee of said appointment.

**7.4.2 Conflict of Interest MGL Ch 268A.** As an appointed Committee member, a volunteer is considered a Municipal Employee and required to read a summary of the Conflict of Interest and take the online Conflict of Interest training within two weeks of appointment.

**7.4.3 Open Meeting Law, MGL Ch 30A §§18-25.** A Committee member is required to read the Open Meeting Law Guide within 30 days of appointment.

**7.4.4 Swearing in by the Town Clerk.** Within two weeks of appointment, the Committee Member is required to be sworn in by the Town Clerk's Office.

**8.0 Attachments**

**8.1 Volunteer Application.** To be completed and signed by interested volunteers for all Committee Vacancies.



**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

July 10, 2023

**RE: Sole Source Justification – 24-06 VADAR**

To Whom it May Concern:

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<b>Contractor's Name:</b>	VADAR Systems
<b>Contract Term:</b>	July 1, 2023- June 30, 2026
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<b>Basis of Determination:</b>	<i>The Town currently uses, and has used since transitioning from paper and pen approximately 20 years ago, VADAR, for our Town's financial accounting software platform. It would be cumbersome and cost prohibitive to change the Town's financial software.</i>

After a reasonable investigation, VADAR is the only potential bidder that offers this software and is therefore the only one practicable source for the required supply is VADAR.

Sincerely,

*Heather M Munroe*

Heather M. Munroe  
Town Administrator, CPO



## PUBLIC COMMENT POLICY – SELECT BOARD MEETINGS

Applies to:	Select Board Meetings
Select Board Original Adoption:	
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Last Reviewed by the Select Board:	--

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### **6.3 Response to Public Comments**

- 6.3.1** Upon closing of the General Public Comment period, further public comments shall not be heard.
- 6.3.2** The Public Comment Period is not a time that any individual or group may question any member of the Board of Selectmen concerning a particular course of action pending or upcoming. This time will not be used for any debates by an individual or group concerning the Board's previous actions and decisions or pending and upcoming matters. The Select Board will generally listen rather than respond to comments, except under extenuating circumstances and only if the Chair permits.
- 6.3.3** Public comments related to repairs, maintenance, safety issues or general information will be referred to the appropriate department through the Town Administrator.