



# TOWN OF PAXTON

## SELECT BOARD MEETING Monday, May 22, 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 MEEETING</b>
2.	<b>CONSENT ITEMS</b>
7:00PM	1. Approve the meeting minutes from the regular meeting held on May 9, 2023. 2. Approve the meeting minutes from the regular meeting held on May 12, 2023. 3. Approve the request to place sign on the Town Common for the Paxton Garden Club plant sale on June 3, 2023. 4. Approve the use of grounds around Paxton Center School for Paxton Days & Summer Jam event to be held on June 17, 2023, from 10am to 8pm. 5. Accept with regret the resignation from Robert Pelczarski from the Capital Improvement Committee effective May 11, 2023, with a term expiration of 6/30/2024 for a three-year term.
3.	<b>NEW BUSINESS</b>
7:05PM	1. Approve yearend transfers as needed. 3. Ratify contract for the Town Administrator's contract through May 2026 as discussed during an Executive session on December 12, 2022. 4. Ratify contract for the Fire Chief's contract through June 2027 as discussed during an Executive session on April 26, 2023. 5. Ratify contract for the Director of Public Works contract through June 2026 as discussed during an Executive session on Signing of contract on February 27, 2023.
4.	<b>OLD BUSINESS</b>
7:40PM	2. Review and revise Training Room Use Policy to add CIPC and the Planning Board.
5.	<b>SELECTBOARD CORRESPONDENCE</b>
6.	<b>PUBLIC COMMENT</b>
7.	<b>TOWN ADMINISTRATOR'S REPORT</b>
8.	<b>EXECUTIVE SESSION</b>
7:55PM	1. Approve meeting minutes from the Executive Session held on May 9, 2023. 2. Executive session to discuss potential litigation concerning the Holden Dispatch contract. Chapter 30A, Sec. 21 (3). 3. To conduct strategy with respect to collective bargaining for the Police Lieutenant. MGL Chapter 30A, Sec. 21 (3).
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

Tuesday, May 9, 2023

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

Members Present: Julia N. Pingitore, Chair  
Kirk R. Huehls, Vice Chair  
Carol L. Riches, Clerk

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 7:01pm. We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning

### REORGANIZATION OF THE BOARD MEMBERS

- Motion (KH) seconded (CR) to appoint Julia Pingitore as the Chairperson. Unanimous, all-in favor.
- Motion (CR) seconded (JP) to appoint Kirk Huehls as the Vice Chairperson. Unanimous, all-in favor.
- Motion (JP) seconded (KH) to appoint Kirk Huehls as the Clerk. Unanimous, all-in favor.

### UPDATE FROM TOWN COMMITTEES AND BOARDS

#### Cable Committee

- **Nick Powlovich**, Phase one for this room will be completed once we get an audio mixer. The A/C has been installed. We went through Paxton Center School to go over the audio for town meetings. We are waiting for the RFP, so we can set ourselves up to be able to go wireless anywhere in town. Reviewing our cost with Cable and verifying how many boxes we have in Town. The number of residents that are Cable subscribers is declining. We are up to 91 subscribers on our YouTube channel (WPAX TV). When we get to 100 subscribers, we will then be able to stream live. Our new equipment will be able to go onto all streaming devices.

#### Historical Committee

- **Anita Fenton**, In 1972 the Historical Committee was created with a bylaw. We're a resource for residents to contact about the history of the town. We will be starting our open houses again soon, which will be held on the 2<sup>nd</sup> Saturday of every month from 9am to 10:30am. You can come in and look at artifacts. We have over 150 books in our library. Historical tours will be resuming for the 3<sup>rd</sup> graders. Paxton Days this year just happens to fall on the 248<sup>th</sup> anniversary of the Battle of Bunker Hill. June 24<sup>th</sup> at 7pm a

performer from the History at Play company will be present to do the story of Deborah Sampson called a “Revolution of her own”.

### **Cemetery Commission**

- **Brian Brosnihan**, I would like to thank Joanna MacGugan who was the outgoing member from yesterday’s election and welcome Gordon Snyder who has taken her place. The Commission works closely with the DPW to maintain and keep up both the Center Cemetery and Mooreland Cemetery. We’ve been working on the restoration of head stones at Center Cemetery. Also working on the removals of some trees and cutting back some shrubs.

### **CONSENT ITEMS**

- 1. Approve the meeting minutes from the regular meeting held on April 26, 2023.
- 2. Request from Paxton Center School to use the Town Common for a school concert.
- **(JP)** Any discussion on these consent items? Hearing no comment. Items 1 and 2 are approved.

### **NEW BUSINESS**

#### **Review draft of public comment policy**

- **(JP)** Town counsel just went through a policy with the Town of Shrewsbury, so we took that policy and updated it for Paxton.
- **(KH)** I would like to put a little more thought around it.
- **(CR)** It needs some formatting changes, and we need to change Board of Selectmen to Select Board.
- **(HM)** We took out a few more stringent pieces that were in there.
- **Motion (KH) seconded (CR) to pass over at this time for further review. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

#### **ARPA Committee formal dissolution**

- **Motion (KH) seconded (CR) to formally dissolve the ARPA Committee. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

#### **Yearend transfers**

FROM	Amount	TO
1292-5102 ACO Compensation	\$ 7,976.85	1915-5816 Central Purchasing Diesel
1292-5200 ACO Purchased Services	\$ 1,238.86	1915-5816 Central Purchasing Diesel
1292-5400 ACO Supplies	\$ 175.00	1915-5816 Central Purchasing Diesel
1241-5102 Bld Commissioner Compensation	\$ 2,000.00	1243-5103 Plumbing Inspector Compensation
1915-5814 Central Purchasing Telephone	\$ 4,000.00	1915-5812 Central Purchasing Heating Oil
1155-5103 MIS Compensation	\$ 7,183.06	1155-5200 MIS Purchased Services
1155-5999 MIS Encumbrance	\$ 1,804.10	1155-5200 MIS Purchased Services
1192-5103 Public Building Custodian	\$ 8,461.41	1192-5200 Public Building Purchased Services

- **Motion (KH) seconded (CR) to approve the year end transfers as presented above. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

**Ratify contract for the Town Administrator**

- **Motion (KH) seconded (CR) to approve passing over the Town Administrators contract. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

**Ratify contract for the Fire Chief**

- **Motion (KH) seconded (CR) to approve passing over the Fire Chiefs contract. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) recused herself.**

**Ratify contract for Director of Public Works**

- **Motion (KH) seconded (CR) to approve passing over the Director of Public Works contract. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

**OLD BUSINESS**

**Sign warrant for the Annual Town Meeting on June 5, 2023.**

- (JP) We need to discuss some of the warrant information. The Capital Improvement Committee submitted a revised final report, and they are no longer recommending the approval of the Mack Truck.
- **Mark Love**, I sent a draft of the revised CIPC report. Tomorrow the CIPC is formally going to ratify this revised report so it may not be appropriate for me to get ahead of that. Although I am confident that at our meeting tomorrow, we will ratify the revised report to remove the Mack Truck.
- (JP) Could you tell us what your rationale is for removing the Mack Truck?
- **Mark Love**, We asked for the articles when they were written to come back to us for our recommendation. During this process we just revisited it and the dollar amount and felt that it was expensive, and people are sensitive about their taxes. This would add additional debt and, looking at our debt schedule, some existing debt will be coming off and that may be a more appropriate time to put this forward. We are still waiting for the delivery of a freight liner that was ordered almost two years ago. With rates of 4% to 5% being quoted we feel that this is not the year this item should be put forward but maybe next year as a priority.
- **Travis Thibault, Director of Public Works**, The truck that we are waiting for should be here in the next month or two. Right now, the wait time for a vehicle is about two years. The truck that needs to be replaced needs a lot of work. So hopefully next year it will get replaced at that time. The price we were quoted was for 2025 so we are looking at another year and half wait if we were to order it today. We'll do what we can to keep the current vehicle limping along as long as we can.
- (KH) How will this affect your ability to plow?
- **Travis Thibault**, It will affect plowing a great deal. This vehicle is used in every snow and ice event that we have.
- (CR) How old is the vehicle that you want to replace?
- **Travis Thibault**, It's a 1989. The frame is starting to split. We'll keep an eye on it and maintain it the best we can. The issue is that it is one of our major trucks. It clears a lot more than our other trucks, so if we have to use another vehicle in its place, we use more material and fuel to do the same work.
- (CR) Did the debt schedule come from the Treasurer.
- (HM) Yes it did.
- (CR) Three or five years was the max term?
- (HM) Donna Couture recommended that it be three or five. It's hard to finance for more time than that.

- (CR) Why did the CIPC amend the report this year when you wouldn't amend it last year?
- **Mark Love**, The bylaw states that if it is not in our report then it doesn't come forward.
- (CR) I support the CIPC, and I respect all the members of that committee but why did we see this amended so quickly this year, but you wouldn't do that last year?
- **Mark Love**, I would like to mention that this was put to a vote at our last meeting, and it was a unanimous vote by all committee members. You are not to blame the Committee because we don't have the money for this.
- (JP) Is there a motion to keep this on?
- (CR) We do not have an agenda item to reopen the warrant.
- (KH) I'm okay with opening the warrant to remove the article, update and then reclose the warrant.
- (JP) We can call the Town Council for an opinion on this and move forward with the meeting for now.
- (HM) If article one comes off then you would reduce the budget by about \$9,963.
- (CR) Are you looking to make changes to the budget numbers?
- (HM) Only if you change article #1.
- (CR) I am not going to take my compensation for the Select Board this year.
- (JP) I have always said this is a volunteer job. So, I am happy to do whatever you guys want to do with regard to that.
- **Motion (KH) seconded (CR) to forgo the Select Board stipend to reduce the budget and place that compensation amount back into the Stabilization Account. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- (CR) Article 12 for the liquor revision was from the Select Board not the Town Administrator. On the budget table could we have the names fully written out and all the headings the same format. There is a misspelling on the word recommend and could you add my middle initial on the signature page.

#### **SELECT BOARD CORRESPONDENCE**

- (JP) The snack shack has a new AED station in an all-weather tamper resistant cabinet. Fully accessible for any events that occur in that area for public use. You call 911 and dispatch will give you the code to open it up and they will dispatch an ambulance at the same time. Recreation funded this for us. They are also looking at expanding this to other areas of town.

#### **PUBLIC COMMENT**

- **None**
- (JP) Called for a brief recess at 8:10pm to contact the Town Clerk and Town Council with regard to removing a warrant article without having to reopen the warrant in its entirety. Return from recess at 8:17pm
- (HM) Town Council recommends that we repost to handle this matter. Legal said that the drafted amendment from CIPC within the last 48 hours would have been acceptable to make those changes with it not to being on the agenda however we should repost it.
- (JP) We will post an agenda tomorrow for a meeting on Friday via zoom in order to hold a vote on article #1.

## TOWN ADMINISTORS REPORT

### Boards, Committees, Commissions

**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.

**Kids' Summer Program** – The Recreation Department is now accepting applications for kids ages 4 through 6<sup>th</sup> graders. For information about the program, fee schedules, and employment opportunities, please check out the Recreation page of the [Town's website](#).

**Fiber Information Meeting** – The Paxton Municipal Light Board will be hosting a Fiber Informational Meeting on Tuesday, May 16<sup>th</sup> in the Training Room at the Public Safety Building. The PMLP's consultant will make a presentation and the Board and Manager will open the forum up for questions. A zoom link will be available, questions will be accepted on the Q&A portion of the zoom platform, the meeting will be recorded and broadcast live on cable access.

**Memorial Day** – Join the Town for Memorial Day. The parade will begin at the Public Safety Building at 10am, with a ceremony to follow. Concluding the Ceremony, please join the Paxton American Legion Post 306 in paying respect (gun salute) at each of the three cemeteries in town:

1. Old Cemetery behind Congregational Church
2. Mooreland Cemetery at WWII Memorial Monument
3. Worcester County Memorial Park (WCMP) at the Garden of Honor

The Paxton American Legion Post 306 invites everyone to the Legion Hall for a luncheon following the last gun salute at WCMP (approx. 12 Noon). In the event of rain, the ceremony will take place at 10 AM in the Paxton Center School cafetorium.

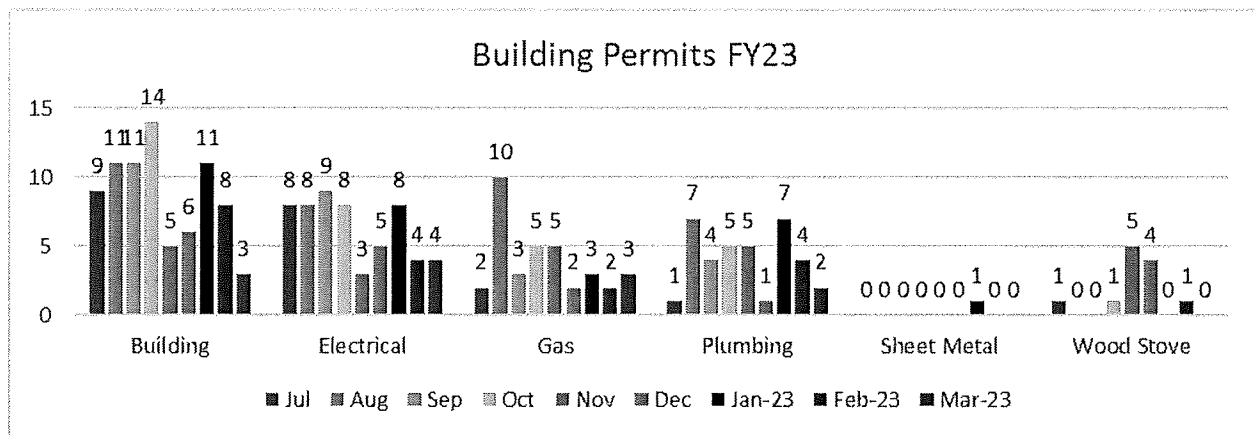
**Paxton Days & Summer Jam** – This year the Town has a fun filled day planned for Saturday, June 17<sup>th</sup> from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at [dparsons@townofpaxton.net](mailto:dparsons@townofpaxton.net).

**Town-wide Yard Sale** – Each year, resident Bob Wilby organizes a Town-wide yard sale for Paxton. This year's yard sale is scheduled for Saturday, May 20<sup>th</sup> from 8 am to 2 pm. To be listed on the annual Yard-sale map, please contact Bob at (508) 792-4662.

### DEPARTMENTAL UPDATES

#### **Building**

In April, we had an increase in building permits with 15 building permits and 29 permits for the entire department. There is a permit for new construction, two for bathroom/kitchen remodels, four for windows, two for door replacements, one for an insurance claim, two for roofs/siding, one for an addition, and one for a mini split.



### **Cable Access**

Interested in watching your favorite government meetings live from wherever you are? Help us get to 100 You Tube subscribers, and we will be able to stream live! Click here to check out the Cable's channel and subscribe live at [WPAX Paxton Public Access TV](#). As of today, we have 89 subscribers, 11 to go! The Cable Access Committee has installed an AC in the small media room at the Training room, the upcoming Charter Communications contract renewal, and an RFP for updated software for broadcasting.

### **DPW**

**WRAP Funding.** Earlier in 2022, we discussed the state's Winter Recovery Act Program (WRAP) funding that was tacked on in addition to Chapter 90 funding. The Select Board voted to support the DPW's project to install drainage around the common using this funding. With a late start, and after checking with Mass DOT, we will be instead using the WRAP funding to pave the substantial piece of Forestdale Road and instead be using FY24 Chapter 90 funding to complete the project.

**Paving Projects.** Paving projects will be underway this week starting in Forestdale, Glen Allen, and Orchard.

### **EDC**

The Economic Development Committee met in April and has created a letter and survey to be sent to all businesses, as we have been identified, in Paxton. This is what they hope is the first of many surveys to get an impression as to where everything currently stands. The survey will go out in the next day or so, and we hope to encourage folks to respond no later than the 18<sup>th</sup> for results to be reviewed at the EDC meeting scheduled preliminarily on the 22<sup>nd</sup>.

### **IT**

Things in the IT world have been fairly consistent. We have had some sporadic internet connectivity issues and we have been trouble shooting sporadic phone issues as well. All in all, we are in a good place, and we have been tracking themes to the issues so that we can better get ahead of problems before they arise.

### **Town Clerk**

The Annual Town Election was held on May 8, 2023, and had a turnout of 10.8% of registered voters. 383 residents voted, 353 in person on the day of the election. Official results of the election can be found [here](#).

## FINANCES

### Grants

#### *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 for \$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

**MIIA Risk Management Grant** – We were awarded half of the funding for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$5626.53 out of the total \$9,237.50 applied for in September.

**MIIA Wellness Grant** – Partially Complete.

**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.



*Applied for:*

**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.

**Procurement:**

Active:

- **Security Cameras (Paxton Center School)** – This project is substantially complete, training is scheduled, and we hope to have this running by the end of the Month.
- **Trash Collection** – This project is complete, and Pellegrino will continue with their contract with the Town for the next three years.
- **Tivnan Field Lights** – The procurement process for this project is underway. We are working to have a meeting with the Recreation representatives and the manager and foreman of the light board to determine the best avenue forward.

*To do:*

- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Security Cameras (Paxton Center School)
- ✓ Town Common area drainage (WRAP funding)
- ✓ Tivnan Field Lights (materials only)
- ✓ Well Pump - Recreation

**JOB OPENINGS**

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

**ADJOURN**

- **Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 8:34pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.**
- **Returned to Regular Session at 9:15pm**
- **Adjourned Meeting at 9:15pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for May 12, 2023, at 4:00pm.

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

Agenda

Attendance list

Town Administrators update

Meeting minutes

Respectfully submitted,

Donna Graf-Parsons

Executive Assistant



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

**Friday, May 12, 2023**

Join Zoom Meeting - <https://us02web.zoom.us/j/85059646425>

Meeting ID: 850 5964 6425

Members Present: Julia N. Pingitore, Chair  
Kirk R. Huehls, Vice Chair  
Carol L. Riches, Clerk

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 4:06pm.

### Annual Town Meeting Warrant – June 5, 2023

#### Reopen Warrant to potentially revise and/or remove and/or change articles

- **Motion (KH) seconded (CR) to reopen the warrant for the annual town meeting on June 5, 2023. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

#### Discuss warrant articles

- (HM) So the non-monetary one would be the revolving fund bylaw. We are not ready to go live with this just yet, so, my recommendation is to remove this in its entirety. This is currently listed as article #9 which would also then modify article #10. Which is the revolving fund expenditure limit. We would look at eliminating the reference to the plumbing and gas inspector. As far as the monetary items, if we start with article #1 for the Mack Truck. If this is removed, we would have to modify articles #15 and #16. The Finance Committee and CIPC have both met this week. Finance voted disapproval of article #1. They voted to wait until the town meeting to recommend the revolving fund and voted disapproval of the school budget. CIPC met and revised their report.
- **Motion (KH) seconded (CR) for discussion to remove article #1 the DPW Mack Truck from the Annual Town warrant. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- (CR) I am against taking the article out because I really feel that we need this piece of equipment. We could have done it over a longer period of time to make it less of an impact on the taxpayer but that being said the Capital bylaw clearly says that if an item does not appear in their report, it cannot be considered. So, we cannot keep that article.
- (HM) Next would be article #8 the revolving fund bylaw.
- (JP) We discussed removing this because the language is not quite ready yet.
- **Motion (KH) seconded (CR) to remove article #9 the revolving fund bylaw Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- (HM) Article #10 is the revolving fund expenditure limits. We need to remove the electrical and plumbing and gas inspector.
- **Motion (KH) seconded (CR) to remove the electrical and plumbing and gas**

**inspector from article #10 the revolving fund expenditure limits. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

- (HM) Two lines in the town budget are now adjusted as a result of removing article #1. This is a reduction of \$9,963.00.
- **Motion (KH) seconded (CR) to accept the new language and numbers for the town budget on article #13. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- (HM) Article #14 the Wachusett Region School District budget.
- **Motion (KH) seconded (CR) for discussion to disapprove the article #14 for the WRSD budget.**
- (KH) I'm not sure that I understand where the discrepancies are.
- (HM) Still waiting to see if the school can reduce their number. The school committee is reluctant to pass back to the town however the administration is wanting to pass it along to the town. The Finance Committee recommended disapproval. They felt that the school could and should do better on the number.
- (JP) If you want to change the recommendation because we think the E&D should come back to the Town, we can but we are required to present the numbers as they are.
- (CR) I understand what we are trying to achieve but if we don't approve the budget at the town meeting and the others pass it then we have to go back for another town meeting. I don't see a point in guessing a number.
- (JP) We are still required to present the number that they are giving us. If there is a motion made on the floor to give a different number than that can happen, but we are required to present what is here. First it needs to go on the warrant as written and then we can make a motion about whether we approve or disapprove it.
- **Motion (KH) seconded (CR) to put it on the warrant as presented. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- **Motion (KH) seconded (CR) to disapprove article #14 for discussion.**
- (KH) Every department has tightened up as much as possible and next year is going to be even more painful.
- (JP) My suggestion is that we make a recommendation at the town meeting. And the school still has time to change it.
- **Motion (KH) seconded (CR) to amend the motion on article #14 to the Select Board will make their recommendation at town meeting. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

#### Close warrant

- **Motion (KH) seconded (CR) to close the warrant for the annual town meeting on June 5, 2023. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- **Motion (KH) seconded (CR) to sign the warrant. Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.**

#### ADJOURN

- **Adjourned Meeting at 4:35pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for May 22, 2023, at 7:00pm.

#### **Documents from the Meeting filed in Select Board office:**

Agenda

Attendance list

Respectfully submitted,

Donna Graf-Parsons  
Executive Assistant



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

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

Name of Applicant: Sara Root-Simone \_\_\_\_\_ Organization: Paxton MA Garden Club  
(Contact Person) please print

Address: P.O. Box 92, Paxton, MA \_\_\_\_\_

Telephone #s (H) (508) 791-1890 \_\_\_\_\_ (W) \_\_\_\_\_ X \_\_\_\_\_ (Cell) 774-823-0267 \_\_\_\_\_

Dates requested to display sign: 5/22/23-6/3/23 \_\_\_\_\_

Sign location(s): Town Common \_\_\_\_\_ 2 identical signs placed at either end of the common \_\_\_\_\_

Sign dimensions: \_\_\_\_\_ 18" x 24" \_\_\_\_\_

Sign content: Advertising PMAGC Plant Sale place date and hours

Dark green background with light green lettering. Simple and tasteful; same as last year, just updated.

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

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

---

**BOARD OF SELECTMEN OFFICE USE ONLY:**

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

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

---



## TOWN OF PAXTON

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

To request use of the area around Paxton Center School

Event Date: June 17, 2023

Begin Time: 8:00am

End Time: 8:00pm

Description of Event: Paxton Days & Summer Jam

Number of Attendees: Varied

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

Event details: Paxton Days & Summer Jam will be brought together this year for a full one-day event. We will utilize the area of the Bandstand, Center Field, PCS parking lot. The event will include food trucks, vendors, musicians, bike rodeo, town trucks, family friendly activities.

Paxton Police Department: sign off: \_\_\_\_\_

Paxton Fire Department: sign off: 

Name of Applicant: Donna Parsons Organization: Town of Paxton

Address: 697 Pleasant Street, Paxton Town Hall

Telephone #s (508) 799-7347 dparsons@townofpaxton.net

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

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

---

BOARD OF SELECTMEN'S OFFICE USE ONLY:

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



Town of Paxton, Office of the Town Clerk  
697 Pleasant Street Paxton, MA 01612  
Phone: (508) 799-7347 Ext.13

**NOTICE OF RESIGNATION FILED WITH TOWN CLERK**

<b>TO:</b> Heather Munroe, Town Administrator	
Select Board ( <i>Appointing authority</i> )	Capital Improvements Planning Committee ( <i>Remaining members of board or comm.</i> )
<b>Person Resigned:</b> Robert Pelczarski	<b>Office Resigned From:</b> CIPC
<b>Date Resignation Filed:</b> May 11, 2023	<b>Effective Date:</b> May 11, 2023
<b>Date of Term Expiration:</b> 6/30/2024	<b>Period of Full Term:</b> 3 years

**Chapter 41, Section 109, General Laws**

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

**Date of notice:** 5/15/2023

**ATTEST:**

  
Town Clerk

## Year End Transfers # 2 - May 22, 2023

FROM	Amount	TO
1161-5400 TC Expenses	\$ 194.97	1161--5200 TC Purch Serv
1161-5400TC Supplies	\$ 128.91	11161-5200 TC Purch Serv
1162-5103 Election Tellers	\$ 1,000.00	1161-5101 TC Salary
1610-5200Libraray - Purch Serv	\$ 600.00	1610-5400 Libraray supplies
1210-5103Police Commensation	\$ 7,500.00	1210-5400 Police Supplies
1610-5200Libraray - Purch Serv	\$ 22.00	1610-5400 Libraray supplies

**\$ 9,445.88**

Round II      SB  
5/22/2023

Fin Com  
5/24/2023



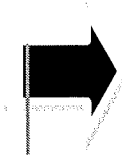
# GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: **FY23-**\_\_\_

- (1) Department making request: Town Clerk
- (2) Amount of request: \$194.97
- (3) Transfer request

<u>FROM</u>	
Name:	TC Other Expenses
Account #:	0100-1161-5400-0000
Balance:	\$194.97



<u>TO</u>	
Name:	TC Purchased Services
Account #:	0100-1161-5200-0000
Balance:	\$995.00

- (4) Reason for request:

The date stamper in my office broke and I need to pay for repairs. \$294.30 Also reimburse for parking at TC Conference.

Town Clerk

5/16/2023

*Lauree Becker*

Requestor's Signature

Requestor Title

Date

## FINANCE COMMITTEE ACTION

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

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

Signature (Fin Com Chair)

Date

## SELECT BOARD ACTION

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

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

Signature (Select Board Chair)

Date

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





# GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: **FY23-**\_\_\_\_\_

- (1) Department making request: Town Clerk
- (2) Amount of request: \$128.91
- (3) Transfer request

<u>FROM</u>	
Name:	<u>Town Clerk Supplies</u>
Account #:	<u>0100-1161-5400-0000</u>
Balance:	<u>\$1,195.97</u>



<u>TO</u>	
Name:	<u>TC Purchased Services</u>
Account #:	<u>0100-1161-5200-0000</u>
Balance:	<u>\$995.00</u>

- (4) Reason for request:

The date stamper in my office  
broke and I need to pay for  
repairs. \$294.30

Town Clerk

5/16/2023

*Laurie Becker*  
Requestor's Signature

Requestor Title

Date

## FINANCE COMMITTEE ACTION

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

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

Signature (Fin Com Chair)

Date

## SELECT BOARD ACTION

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

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

Signature (Select Board Chair)

Date

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



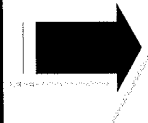
## GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: FY23-\_\_

- (1) Department making request: Town Clerk
- (2) Amount of request: \$ 1,000.00
- (3) Transfer request


<u>FROM</u>	
Name:	<u>Election Tellers</u>
Account #:	<u>0100-1162-5103-0000</u>
Balance:	<u>\$ 3,797.25</u>



<u>TO</u>	
Name:	<u>Town Clerk Salary</u>
Account #:	<u>0100-1161-5101-0000</u>
Balance:	<u>\$ 8,582.20</u>

- (4) Reason for request:

This is the unfunded amount due for the acceptance of MGL c41 §19K. (CMMC)



Requestor's Signature

Town Clerk

Requestor Title

5/17/23

Date

### FINANCE COMMITTEE ACTION

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

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

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

\_\_\_\_\_  
Date

### SELECT BOARD ACTION

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

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

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

\_\_\_\_\_  
Date

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



# GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: **FY23-**\_\_\_\_

- (1) Department making request: Library
- (2) Amount of request: \$600
- (3) Transfer request

<u>FROM</u>	
Name:	Services - Computer repairs/Wifi
Account #:	5200
Balance:	\$600



<u>TO</u>	
Name:	Supplies
Account #:	5400
Balance:	\$3,000 *est

- (4) Reason for request:

need supplies, not repairs

Requestor's Signature

Requestor Title

Date

## FINANCE COMMITTEE ACTION

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

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

Signature (Fin Com Chair)

Date

## SELECT BOARD ACTION

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

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

Signature (Select Board Chair)

Date

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



## GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

Request #: FY23-\_\_

- (1) Department making request: POLICE
- (2) Amount of request: \$ 7,500.00
- (3) Transfer request

<u>FROM</u>	
Name:	<u>Compensation</u>
Account #:	<u>0100-1210-5103-0000</u>
Balance:	<u>\$ 154,628.15</u>



<u>TO</u>	
Name:	<u>Supplies</u>
Account #:	<u>0100-1210-5400-0000</u>
Balance:	<u>\$ 5,101.30</u>

- (4) Reason for request:

Unanticipated cost of outfitting new Officers due to turnovers and rising cost of supplies

Mark Santy  
Requestor's Signature

Chief of Police

5/18/23

Requestor Title

Date

### FINANCE COMMITTEE ACTION

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

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

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

\_\_\_\_\_  
Date

### SELECT BOARD ACTION

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

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

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

\_\_\_\_\_  
Date

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



# GENERAL TRANSFER REQUEST

*The following is a request for a general transfer*

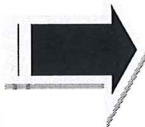
Request #: **FY23-**\_\_\_

(1) Department making request: Library

(2) Amount of request: \$22.00

(3) Transfer request

<u>FROM</u>	
Name:	<u>Services - CW Mars Fee</u>
Account #:	<u>5200</u>
Balance:	<u>\$22.00</u>



<u>TO</u>	
Name:	<u>Supplies - 1610-5100</u>
Account #:	<u>5400</u>
Balance:	<u>\$3,000 est.</u>

(4) Reason for request:

CW Mars assesment lowered

*Pam Chenevert*

Requestor's Signature

Library Director

Requestor Title

5/18/23

Date

## FINANCE COMMITTEE ACTION

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

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

Signature (Fin Com Chair)

Date

## SELECT BOARD ACTION

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

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

Signature (Select Board Chair)

Date

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



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

## PUBLIC SAFETY TRAINING ROOM USE POLICY

Applies to:	Meetings in the Training Room of PSB
Select Board Original Adoption:	11.28.2022
Amended on:	05.22.2023
Last Reviewed by the Select Board:	05.22.2023

### **Policy Statement**

To establish policy and procedures for the use of the Public Safety Buildings Training Room at 576 Pleasant Street.

### **Definitions**

*Approved Users* – The Training Room will be restricted to use by only Town Government Boards and Committees. Current approved users are the Paxton Select Board, the Paxton Finance Committee, the Paxton Capital Improvement Committee, and the Planning Board.

*Single-Purpose Users* – Town Government Boards and Committees who are not listed as approved users.

### **Policy Description**

It is the policy of the Town of Paxton to allow Approved Users to utilize the Training Room at the Public Safety Building for Select Board meetings when the room is not in use for Police and/or Fire business. After approval by the Fire and Police Chiefs, the Select Board may authorize a one-time use of the Training Room for a community presentation/purpose run by a Single-Purpose User.

### **Procedure**

#### **Room Reservations**

1. In order to assure that double bookings are not made, all room reservations will be made by email to [trainingroom@townofpaxton.net](mailto:trainingroom@townofpaxton.net). This email will be managed by the Fire Chief and/or any staff member that he/she so designates.
2. Police and Fire Bookings supersede all other requests.

#### **Room Use Policies and Rules**

1. *Room Set-up*. Unless requested otherwise, the room will be setup in its regular audience/board meeting configuration with podium. No furniture should be moved by users.

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

May 22, 2023

## BOARD/COMMITTEE OPENINGS

### Boards, Committees, Commissions

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.

**Historical Commission** – The Historical Commission will be resuming their open house Saturdays from 9 -10:30 am on the 2<sup>nd</sup> Saturday of each month starting on June 10<sup>th</sup>. On June 24<sup>th</sup> at 7pm the Historical Commission will be hosting a History at Play, “Revolution of her Own – story of Deborah Sampson” at the Senior Center.

**Memorial Day** – Join the Town for Memorial Day on Monday May 29<sup>th</sup>. Parade will begin at the Public Safety Building at 10am, with a ceremony to follow. Concluding the Ceremony, please join the Paxton American Legion Post 306 in paying respect (gun salute) at each of the three cemeteries in town:

1. Old Cemetery behind Congregational Church
2. Mooreland Cemetery at WWII Memorial Monument
3. Worcester County Memorial Park (WCMP) at the Garden of Honor

The Paxton American Legion Post 306 invites everyone to the Legion Hall for a luncheon following the last gun salute at WCMP (approx. 12 Noon). In the event of rain, the ceremony will take place at 10 AM in the Paxton Center School cafetorium.

**Paxton Days & Summer Jam** – This year the Town has a fun filled day planned for Saturday, June 17<sup>th</sup> from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at [dparsons@townofpaxton.net](mailto:dparsons@townofpaxton.net).

### **Paxton Massachusetts Garden Club**

The PMAGC will be holding a plant sale on the Town Common on Saturday, June 3<sup>rd</sup> from 9am to 12:30pm.

## **DEPARTMENTAL UPDATES**

### **Cable Access**

WPAX Paxton Public Access TV is now up over 100 YouTube subscribers. Their inaugural live broadcast was on Tuesday, May 16<sup>th</sup> for the PMLP's fiber presentation. Interested in watching government in action live, check out the YouTube channel WPAX Paxton Public Access TV.

### **IT**

Earlier this month we ran into an issue with our Sophos program causing computers to utilize an absurd amount of memory and space and run non-stop. Working in collaboration with our IT Consultant Rabidou Consulting, Shawn and their firm were able to resolve the issue that impacted a number of computers. We have had a few email filter issues where more emails were being blocked than we would like, and an occasional network connectivity issue. While we are still working through periodic phone hiccups, we are seeing improvement in the functionality and service, and have had excellent success with the customer service available.

### **Town Administrator**

The steering group for the earmark funds for the redo of the zoning bylaws was able to meet last week for a launch meeting with the consultant in charge of the project, CMRPC. We will be working with their planner Jane and assistant planner Gabe. Our first action step is to have a bylaw drafted for compliance with MBTA adjacent rural communities regulations and identify possible parcels for such compliance to be submitted to and reviewed by the Planning Board.

Once we have completed the MBTA portion, we will move onto tackling the remainder of the bylaws. The idea is to have periodic meetings with the steering group (CMRPC folks, TA, Land Use Coordinator, Planning Chair, ZBA Chair, EDC Chair, and Building Commissioner) to keep the project on track and to make sure we are representing all of those who are relevant parties.

We are currently composing a survey for residents/community members for any feedback they may have on the zoning bylaws. If all goes well, we would like to share info on the survey at ATM.



## **FINANCES**

### **Grants**

#### *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 for \$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

**MIIA Risk Management Grant** – We were awarded half of the funding for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$5626.53 out of the total \$9,237.50 applied for in September. This project is now complete and has been submitted for reimbursement.

**MIIA Wellness Grant** – This project is now complete and has been submitted for reimbursement.

**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.

*Applied for:*

**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 awarded through December, no word yet.

### **Procurement:**

Active:

- **Tivnan Field Lights** – This project will be advertised starting this week and will be due back on June 8<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.