



# TOWN OF PAXTON

## SELECT BOARD MEETING Tuesday, October 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 - Executive Session to follow regular meeting agenda items</b>
2.	<b>UPDATE FROM TOWN COMMITTEES/BOARDS /DEPARTMENTS</b>
7:00PM	1. Announcemnet from Anita Fenton pertaining to the recipient of Paxton's Boston Post Cane. 2. Council on Aging Board member to discuss the proposed updates to their Bylaws. 3. Board of Health - Judy Hatstat to provide update. 4. Joint meeting with the Finance Committee on FY25 budget guidance and potential reserve fund transfer for funding for Interim Town Administrator.
3.	<b>CONSENT ITEMS</b>
8:00PM	1. Approve the meeting minutes from the Regular Meeting held on September 25, 2023 2. One day liquor license request from Anna Maria College for a fall fest celebration at the Campus Center to be held on October 22, 2023, from 5:30pm to 8:30pm. 3. Approve Award of FY24-12 RML Gutter Replacement Contract to Gutters by Mac in the amount of \$15,000. 4. Approve Award of FY24-14 RML. Replacement Low Slope Roof(s) Contract to FRG Contractor Corp for \$29,373.
4.	<b>NEW BUSINESS</b>
8:05PM	1. PSC Town Generator Update <ul style="list-style-type: none"> <li>• Current issues</li> <li>• Backup rental generator</li> <li>• Potential approval of award of FY-16 Public Safety Complex Town wide generator emergency repairs</li> <li>• Funding options</li> </ul> 2. Review applications for the position of Interim Town Administrator. 3. Next step in acceptance of Olivia Knoll as a public way. Select Board vote on intent to lay out the way for Olivia Knoll and refer the matter to the Planning Board for their report/recommendations. 4. Request to use training room for CMRPC for zoning discussion 5. Boy Scouts request to use the Town Common for a can and bottle drive on October 14, 2023. From 9am to 12pm. 6. Set date and time for Trick 'r' Treat.
5.	<b>OLD BUSINESS</b>
6.	<b>SELECTBOARD CORRESPONDENCE</b>
7.	<b>TOWN ADMINISTRATOR'S REPORT</b>
8.	<b>PUBLIC COMMENT</b>
9.	<b>EXECUTIVE SESSION</b>

9:00PM	1. To conduct strategy with respect to collective bargaining for the Police Lieutenant. MGL Chapter 30A, Sec. 21 (2). 2. To conduct strategy with respect to collective bargaining for the Police Union. MGL Chapter 30A, Sec. 21 (3).
<b>10.</b>	<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) on the Select Board page under meeting materials.

## Donna Graf-Parsons

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**From:** anita fenton <anita\_fenton@yahoo.com>  
**Sent:** Wednesday, September 27, 2023 5:36 AM  
**To:** Donna Graf-Parsons  
**Subject:** Next BOS meeting

Caution! This message was sent from outside your organization.

Donna,

Please put the Historical Commission on the next BOS meeting.  
We have an announcement as to the celebration for Paxton's Boston Post Cane recipient on October 22nd.

Thank you,  
Anita

Sent from Yahoo Mail on Android



## **BYLAWS OF THE PAXTON COUNCIL ON AGING**

### **ARTICLE 1 – NAME**

The name of the organization shall be the Paxton Council on Aging as established by the annual Town Meeting of May 5, 1975, where it was voted to adopt bylaws to establish the COA. The said bylaws then are hereby established in accordance with the provisions of the General Laws of the Commonwealth of Massachusetts, Chapter 40 – Section 8B.

### **ARTICLE II - PURPOSES**

The purposes of the COA Board are:

**Section 1** Perform duties and exercise powers and privileges as provided by this document'

**Section 2** Evaluate, promote, and encourage services and programs for the senior population, 60 years and older, who live in Paxton, Massachusetts.

**Section 3** Educate the community and encourage their support and participation.

**Section 4** Work with the Council on Aging Director to implement existing and new programs for seniors.

**Section 5** Participate in a special Board meeting to interview applications for the Director's position.

### **ARTICLE III – OFFICES**

The office of the COA shall be located at the John Bauer Senior Center, 17 West Street, Paxton, Massachusetts.

### **ARTICLE IV – MEMBERSHIP**

**Section 1** The COA Board shall consist of nine members who are Paxton residents to be appointed by the Paxton Selectboard for a term of four years. Reappointment for an additional four years may be requested by a current COA Board member.

**Section 2** The COA Board shall select the names of associate members or other residents, who have demonstrated their commitment over time, to replace those members who have resigned from the Board. These names shall be submitted to the Paxton Selectboard for appointment.

**Section 3** In the event of a vacancy of an unexpired term, the COA Board shall select a replacement to fill the remainder of the term and advise the Selectboard of the appointment to be made.

**Section 4** Associate members may be a source of future COA Board members and may be appointed at any time by the COA Board. There shall be no limit to the number of associate members. Associate Members may participate in COA Board meetings, but they may not vote. Outgoing Board members shall be eligible to be an associate member.

## **ARTICLE V – VOTING RIGHTS OF BOARD MEMBERS**

All voting rights shall be vested in the members and each individual member shall be entitled to one vote. A member must be present to vote. A majority vote shall prevail.

## **ARTICLE VI – MEETINGS OF MEMBERS**

**Section 1** Regular meetings of the COA Board shall be once a month and are subject to the Commonwealth of Massachusetts' Open Meeting Laws.

**Section 2** Special meetings of the COA Board may be called at any time by the Chair or at the request of a majority of the members. The Secretary shall notify all members of such a meeting. Special meetings are subject to the Commonwealth of Massachusetts' Open Meeting Laws.

**Section 3** At all meetings of the COA Board, the presence of five of the members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.

**Section 4** The Chair may call an Executive Session, open to only the COA Board, the COA Director, and additional parties selected by the COA Board, to discuss confidential matters. It may take place before, in the middle of, or at the end of a regular Board meeting as dictated by Massachusetts General Law.

## **ARTICLE VII – ATTENDANCE AND RESIGNATION**

**Section 1** Regular attendance is expected of all members. In the event of absence of any member for three consecutive meetings, except for reasons of health or extenuating circumstances, the COA Board may request the resignation of that member.

**Section 2** In the event that a member wishes to resign from the COA Board, he/she shall notify the COA Board in writing. The Board shall notify the Selectboard in writing. A

replacement shall be selected by the COA Board according to Article IV, Section 3. The name shall be given to the Selectboard for appointment.

## **ARTICLE VIII – OFFICERS**

### **Section 1 Election and Term of Office**

- a. The officers of the COA Board shall consist of a Chair, a Vice Chair, and a Clerk.
- b. Officers of the COA Board shall be elected annually at the July COA Board meeting by a majority vote of the members present and shall take office upon election. Terms of office shall be for one year.
- c. Election of officers to fill vacancies may take place at any regular or special COA Board meeting and shall be for the period of the unexpired term.

### **Section 2 Chair**

- a. The Chair shall be the chief officer of the COA Board, subject to the direction of the COA Board members.
- b. The Chair shall preside over all meetings of the COA Board according to Roberts Rule of Order.
- c. During the absence of the Chair, the Vice Chair, or Clerk will, in that order, exercise the functions of the Chair.
- d. In consultation with the COA Director, the Chair shall prepare an agenda for each monthly meeting.
- e. The Chair shall post the agenda with the Town Clerk as required by Mass General Law.

### **Section 3 Vice Chair**

The Vice Chair shall assist the Chair in his/her duties and shall perform the duties of the Chair in his/her absence.

### **Section 4 Clerk**

The Clerk shall:

- a. Record all meeting minutes and submit them for approval at the following meeting.
- b. In the absence of the Clerk, the Chair may appoint a Board member as Clerk for said meeting.

## **ARTICLE IX – COA DIRECTOR**

- a. The Director reports to the Paxton Town Administrator.
- b. The Director recommends and hires all staff positions and oversees all volunteers.
- c. The COA Board is an advisory board to the COA Director. As such, the Board shall refrain from all supervisory and day-to-day operation of the COA.

- d. The Director is responsible to the COA for carrying out all policies, programs, and initiatives for the seniors in the Town of Paxton
- e. The Director is required to attend all monthly COA Board meetings.
- f. In order to discuss confidential matters, the Director may request that the COA Chair call an Executive Session, according to Article VI, Section 4 of these bylaws
- g. Render to the Chair and members at the regular meetings a statement of the financial conditions of the COA.
- h. In the absence of an official Director, a Board member may be appointed by the COA Board to function as a temporary Director.

#### **ARTICLE X – AMENDMENTS**

The COA Board shall have the power to amend these bylaws in the following manner:

After being approved by a two-thirds vote of a full COA Board,, the amendment(s) shall be presented at the next Town Meeting for approval by a majority of voters. When presented to the Town Meeting, the notice must be accompanied by a full text and the purpose of the proposed amendment or alteration.

After Town Meeting approval, the Town Clerk shall forward a copy of the amended bylaw to the Paxton Selectboard. A copy shall also be sent to the office of the Massachusetts Attorney General for approval.

#### **ARTICLE XI – EFFECTIVE DATE**

The effective date of these bylaws shall be the date approval is received from the Massachusetts Attorney General.





10.10.2023

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**TO:** ALL DEPARTMENTS

**FROM:** HEATHER M. MUNROE, TOWN ADMINISTRATOR

**SUBJECT:** FY25 BUDGET GUIDANCE

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**Intro**

At the Select Board meeting on September 25th, the SB reviewed FY25 budget guidance that I drafted for their review. At their request, I am sending this out to all departments for utilization in their FY25 budget process.

**FY25 Budget Forecast Takeaways**

As presented at the Select Board meeting on August 22<sup>nd</sup>, we reviewed the FY25-FY29 Financial Forecast and key takeaways for the FY25 forecast.

In FY24, I estimated additional expenses of around \$667k for the major budget drivers. We know that we will be responsible for 75% of our Regional Dispatch Assessment for FY24, for the first time, bringing us a bill of around \$38k more than FY24. We expect that Retirement will increase by approximately 13% (\$102K); Health Insurance by around (\$75k); and central purchasing will be higher with inflation (\$12k).

To generate healthy free cash in FY25, that we so heavily rely on to cover our expenses, we will need to be conservative in our revenue estimates for FY25. We also will need to be very conservative regarding our expenses in FY25. Current revenue projects forecast a \$215,479 increase in revenues for FY25 compared to FY24. If you remove stabilization transfers, the increase is \$320,474 increase, or a 2% increase. Our expense forecast shows an increase, taking out of comparison special articles and capital, of 5.87% or \$916,797 more than the FY24 budget.

At their meeting on September 11<sup>th</sup>, the Select Board directed my office to put together budget guidance directing departments to prepare a "make whole" budget. A make whole budget would include financing amounts needed to staff coverage during vacations, actual needs of the department, and repairing deficits experienced by the departments over the past several years. The Select Board also made note that while the focus will be on a "make whole" budget, departments should be prepared to submit a budget that could account for up to a 10% departmental decrease from their approved FY24 budget.

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## **FY25 Budget Dates**

An approved preliminary FY25 budget calendar is attached. Please note that dates are subject to change as the process proceeds. At this time, please complete your budget no later than November 15<sup>th</sup>. Donna will reach out to schedule a date to review your department's budget with the TA in the second half of November.

## **FY25 Budget Guidance – Level-Funded Budget**

The current recommendations for FY25 budget prep are below. Please note that as the FY25 budget develops, changes may occur in the guidance. We will work closely with the Select Board and Fin Com as we know more.

1. **Level-Funded Budget.** Please prepare a budget where the departmental bottom line is no more than the FY24 approved departmental bottom line.
2. **Non-Union Employees COLA.** For FY25, all non-union employees fall onto the wage/comp chart approved by the Select Board. For FY25, the wage/comp chart has been updated to reflect a 2.5% wage adjustment. This will allow, unless there is an extraordinary reason, for employees to remain on the same step, but have the entire chart undergo a 2.5% overhaul.
3. **Stipends.** For FY25, board/committee/individual stipends should be level-funded (same amount in FY24); and
4. **Capital Requests.** There are no funds predicted to be available within the FY25 operating budget and all capital needs would need to be funded through either capital or debt exclusions.

## **Budget Forms**

Budget forms are available as a complete document, with the link attached to this email. Only those with permission will be able to access the document. A password is required for each department. While you will see other's inputs in real time, without the password, you will be unable to access/adjust those updates.

Once entered, all of your numbers will filter to the front pages and pre-populate the summary figures.

## **Next Steps**

Please connect with Donna to set up an appointment with me the first or second week of January prior to submitting budgets to the Finance Committee.

## **Attachments**

1. **Non-Union COLA/Wage Chart.** Wage chart incorporates into it a 2.5% overhaul for the Level-Funded budget.
2. **Approved Preliminary Budget Calendar.** The approved budget calendar is attached. Please note that dates are subject to change as the process evolves.





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, September 25, 2023

Meeting Location: Training Room of the Public Safety Complex  
576 Pleasant Street, Paxton, MA 01612

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

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 7:03pm.

### UPDATE FROM TOWN COMMITTEES AND BOARDS

#### Travis Thibault to present on the water tank cleaning.

- **Travis Thibault** We will be taking the Asnebumskit tank offline to do some cleaning. The tank will be offline and will only have 1/6 of the storage that we normally have. We will place a town wide water ban sometime around October 18<sup>th</sup>. We are just asking people to conserve water at that time. The water ban will be in effect for 2 to 3 weeks to allow for the draining, cleaning, and refilling of the tank. We will send out a code red to assist in informing the town residents.
- **(KH)** Are there any concerns about having enough water should there be a fire emergency?
- **Travis Thibault** If there is a fire and the tank starts dropping the pump will kick on automatically.

**Joint vote with the Bay Path School Committee representative to appoint Jeffrey Wentzell to the By Path School Committee until the annual town election in May 2024.**

- **(KH) motion (CR) second to appoint Jeffrey Wentzell to the Bay Path Vocational School Committee until the Town Election on May 13, 2024. Roll call vote. Kirk Huehls, yes Carol Riches, yes Julia Pingitore, yes Peter Schur, yes. Unanimous, all in favor.**

### CONSENT ITEMS

- 1. Approve the meeting minutes from the Regular Meeting held on September 11, 2023.
- 2. Approve the meeting minutes from the Executive Meeting held on September 11, 2023.
- 3. Approve and sign the warrant for the Special State Primary on October 10, 2023



- 4.Reappoint Sheryl Lombardi as the Select Board alternate delegate to the Central Mass Regional Planning Commission for FY2024.
- 5. To approve the addition of the Library Circulation Assistant Subs to the exemption from the State Ethics Commission Education and Training requirements.
- 6. Appoint the following individuals to the DPW Building Committee: Kateri Clute to fill the residential voter, Jason Burgess, and Nolan Flynn to fill the construction voters.
- 7. Boy Scouts request to put signage on the Town Common for a can and bottle drive on October 14, 2023.
- 8.One day liquor license request from Milk Room Brewing Co. for a beer garden during an Anna Maria College football game to be held on October 28, 2023, from 10am to 6pm.
- 9.One day liquor license request from Milk Room Brewing Co. for a beer garden during an Anna Maria College football game to be held on November 11, 2023, from 11:30am to 8pm.
- (JP) I would like to move item #7 to new business.
- (JP) Hearing no other comments, all consent except #7 have been approved.

## NEW BUSINESS

### **Boy Scouts request to put signage on the Town Common for a can and bottle drive on October 14, 2023.**

- Boy Scout Troop 105 was present to request the ability to place signs on the Town Common for their bottle and can drive to be held on October 14<sup>th</sup>.
- **(KH) motion (CR) second to approve the request to place signage on the Town Common for the Boy Scouts bottle and can drive on October 14, 2023. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

### **Discuss potential date and times for a Special Town Meeting and open the warrant.**

- (HM) Items to bring forward for a Special Town Meeting.
  - Acceptance of Public Way – Olivia Knoll. Last step in process, check to PMLP paid, work to be done to switch out poles by PMLP and then complete.
  - Prior Year Appropriation – Payment from Retained Earnings for FY23 Water usage bill to Worcester for around \$25k.
  - 5-year contract. Permission by Town Meeting to enter into a 5-year contract with Pitney Bowes for the postage machine.
  - Enterprise Account. Establishment of an enterprise account for Trash.
  - WRSD Agreement. Request from WRSD for a revision in the agreement pertaining to number or seats and weighted votes.
  - MBTA Bylaw. The steering committee has been working with CMRPC to draft the state required zoning MBTA bylaw to comply with the requirements for rural adjacent MBTA communities. The next step is to place the bylaw before the Planning Board for their processes and then send it to Town Meeting.
  - Water Regulation Bylaw. Conversion of current water regulations to a bylaw to allow for the Water Department to have the authority, in the event that it is needed to turn off water.
- **(KH) motion (CR) second to set a Special Town Meeting on November 20, 2023, at 7pm at Paxton Center School. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**
- **(KH) motion (CR) second to open the warrant for the Special Town Meeting on November 20, 2023, at 7pm at Paxton Center School. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**
- (JP) Change October 23<sup>rd</sup> Select Board meeting date to October 25<sup>th</sup>.





## OLD BUSINESS

### Approve posting for an Interim Town Administrator and discuss reserve fund request.

- (JP) We need to add dates to the posting.
- **(KH) motion (CR) second to post the position for an Interim Town Administrator. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**
- (JP) Any anticipation as to how much should be requested from the Reserve Account?
- (HM) The range seems to be \$65 to \$100 an hour, so anywhere from \$8,000 to \$12,000.
- (JP) I think we should wait until we have candidates to see what the pay might be.
- (CR) We could use free cash at the Special Town Meeting if we do not want to deplete the Reserve Account.

### FY25 Budget guidance

- (HM) I sent a letter for review. Are there any comments? I'm trying to do my best with the make whole budget. If that does not work, then a potential reduction may be needed. Upon having a conversation with Donna, we decided to start with at level funded budget.
- (JP) I would prefer not to use the term make whole budget. I think we should start with a level funded budget. Last year we asked for level services but this year we are reflecting a tighter budget so asking for a level funded budget is actually a cut to the budget.
- **Mark Love** The Select Board goals say to hold a joint meeting with the Finance Committee to work on directives for the upcoming year. We have not had a joint meeting. Maybe we need to schedule that joint meeting. We could try to meet with the Select Board at your next meeting. The guidance letter needs to be reworked and I do have a few of my own suggestions. I can provide those if you choose. 1. I do not like reference to the WRSD expecting to come in at 5%. If you put that out there, we paint ourselves into a corner with that. It may be an increase but do not quantify it. 2. The zero COLA could be a problem with employees. 3. One or two budgets. I thought the Select Board was leaning towards one. I think that two budgets is going to be very confusing.
- (HM) This is to have a back up budget ready to go and not to submit the two off the back but just having it ready to go.
- (JP) It should be in their brain but not have a whole budget actually prepared and the percent could shift on what we are asking them for.
- **Mark Love** First and foremost, having two budgets puts a lot on the department heads and also even more so to the members of the Finance Committee.
- (JP) We will make some revisions to the letter and then the Select Board and Finance can review it during a joint meeting.

## TOWN ADMINISTRATORS REPORT

### Boards, Committees, Commissions

- **Board of Appeals** – There is one vacant associate position available for the Board of Appeals. Please see the Town's website for more information.
- **Cable & Communications Committee** – There are currently two positions available on this committee. This committee is responsible for running and maintaining cable access TV channels, live streaming and recording government and community meetings. The committee currently meets monthly. Please see the Town's website for more information.
- **DPW Building Committee** - The Town of Paxton has reconfigured its DPW Building Committee to update the charge and membership. This Committee will be instrumental in



matching the Department of Public Works building infrastructure needs with the Town's financial constraints and the Community desires. There is currently one resident vacancy for someone with a marketing/advertising background available. Please see the [Town's website](#) for more information.

- **Historic District Commission** - The Historic District Commission is a group of individuals committed to maintaining the historic integrity and aesthetic appeal of Paxton's treasured landmarks. We work to ensure that our town's rich history remains an integral part of its future. There is currently one opening. Please see the [Town's website](#) for more information.
- [See the Town's Website for all openings and how to submit an application.](#)

## COMMUNITY HAPPENINGS

- Check out the [Town's Website](#) for the latest programs.
- **COA Annual Health Fair** – Join the COA for their annual Health Fair on September 27<sup>th</sup> from 10 am to 1 pm at the Council on Aging, 17 West Street. For more information, check out the [COA's newsletter](#).
- **Jp – hearts in hand for the COA that are also for sale to promote the COA**

## DEPARTMENTAL UPDATES

- **Building Department**

In August, the Building Department had twenty-seven permits pulled, which is six less than in July and nine less than the months of August in both FY23 and FY22. The eight building permits constituted: a deck, a basement bulkhead removal, windows, three roofs, and two bathrooms.

Fiscal Year 2022															TOTAL
Permit	Jul	Aug	Sep	Oct	Nov	Dec	22-Jan	Feb-22	22-Mar	Apr-22	1-May	Jun-22			
Building	9		11	10	9	11	9	7	6	15	12	8	13	120	
Electrical	8		8	16	9	13	10	5	3	9	6	8	12	107	
Gas	2		10	3	7	3	2	5	5	5	4	2	5	53	
Plumbing	1		7	5	3	5	2	4	3	7	1	6	7	51	
Sheet Metal	0		0	0	0	1	2	0	1	1	2	0	1	8	
Wood Stove	1		0	3	2	3	3	0	1	1	0	1	0	15	
TOTAL	21	36	37	30		36	28	21	19	38	25	25	38	354	
Fiscal Year 2023															
Permit	Jul	Aug	Sep	Oct	Nov	Dec	Jan-23	Feb-23	Mar-23	Apr-23	May-23	June		TOTAL	
Building	9		11	11	14	5	6	11	8	3	15	15	9	117	
Electrical	8		8	9	8	3	5	8	4	4	8	6	16	87	
Gas	2		10	3	5	5	2	3	2	3	3	1	0	39	
Plumbing	1		7	4	5	5	1	7	4	2	3	2	2	43	
Sheet Metal	0		0	0	0	0	0	1	0	0	0	1	0	2	
Wood Stove	1		0	0	1	5	4	0	1	0	0	0	0	12	
TOTAL	21	36	27	33		23	18	30	19	12	29	25	27	300	
Fiscal Year 2024															
Permit	July	August	September	October	November	December	January	February	March	April	May	June		TOTAL	
Building	16		8											24	
Electrical	9		14											23	
Gas	1		0											1	
Plumbing	5		4											9	
Sheet Metal	0		1											1	
Wood Stove	2		0											2	
TOTAL	33	27	0	0	0	0	0	0	0	0	0	0	0	60	

- **Library**

The Library Trustees met on the 12<sup>th</sup> of September and reviewed the submitted procurement documents for the Library Roof, Gutters, and HVAC control system upgrades. After reviewing all applications, they opted to move forward with the quotes for the gutters and the low slope roof area replacements in hopes of addressing the water leak concerns. The next step is to submit documentation to the Local Historic District and review with CIPC, if there are any concerns.



- **IT**

As time continues, Suzor IT has been working through individual concerns and issues as they arise with departments. They looked at the COA internet/network issues the week of the 20<sup>th</sup> and will be making recommendations on how to proceed, as several groups have had trouble connecting to the guest network at the COA.

Suzor is working with the Police Department to upgrade the body camera server setup in advance of the technology upgrade. We have ordered a new laptop for the treasurer/collector and our assessor. We are in the process of transitioning over to VADAR cloud (finance software conversion from the server to the cloud) in October. We are also working with Suzor to get a handle on our IT grant for records management software and start sourcing a new Town Hall printer within our budget constraints.

**Town Admin**

- I am recommending that the Select Board hold a Special Town Meeting in November to address one potential zoning bylaw update, acceptance of Olivia Knoll as a public way, and some housekeeping matters. During the month of September, I completed all annual performance reviews with department heads in accordance with Section 10(o) of the Town Charter.

**FINANCES**

- **FY23 Year End**

The required paperwork for FY23 Year End has been submitted to the State along with our certification requests for Free Cash and Retained Earnings. We expect to hear back from the State around the end of October.

- **FY23 Audit**

The Auditors expect to visit Paxton and begin the FY23 audit around Thanksgiving. The TA's office has submitted all required documentation from our office, outside of availability of files, as requested to the Auditors.

**Grants**

*New*

**ADA Grant** – We submitted a grant again for FY24 for ADA improvements at the COA, with the same details as last year and updated costs totaling around \$25k. We do not expect to hear back until late fall.

*FY24*

**Recreation Earmark** – In the FY24 final budget, the Governor approved an earmark for \$27,000 for enhancements for the recreation department to include the following:

**Playground Repair and Mulch (\$4,000)**

The Town owns one public playground next to the Paxton Center School. During school hours, the students use the playground for recess. After hours, the playground is utilized during the afterschool program and by members of the public. The playground needs more odds/ends maintenance to keep all parts safe. In addition, because of the after-school program, we must maintain a minimum level of nine inches of mulch around all potential fall zones.

**2. Adjustable Basketball Hoops at the Paxton Center School (\$18,000)**

The Recreation program runs a basketball program at the Paxton Center School. The current basketball hoops do not allow for younger kids to play and require volunteers to tediously attach and manually lower basketball hoops for each game, which brings with it its own safety risk. If we were to replace current hoops with four adjustable hoops, that



would make them versatile, serve both the basketball program and the students at the Paxton Center School, and would alleviate the chance of injury through manual adjustments.

### 3. Wentworth Bathroom Repairs (\$5,000)

The Recreation and Town own a bathhouse out by our Wentworth field. The bathhouse is used during games and during the Summer Program. The building is old and in dire need of repairs.

**Town Common Earmark** – In the FY24 final budget, the Governor approved an earmark for \$50,000 for a design, feasibility, and traffic study for the town common/town center.

### *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:

- **Richards Memorial Library Low Slope Roof** – Three quotes were submitted, with the lowest by FRG in the amount of just under \$30k. Documents are under review.
- **Richards Memorial Library HVAC Controls Update** – One quote was received that exceeded the budgeted amount. Documents are being reviewed and a new process is likely to be started in the next few months.
- **Richards Memorial Library Gutter Replacement** – Three quotes were received, with the lowest quote from Gutters by Mac in the amount of \$15,000. Documents are currently being reviewed.

### *To do:*

- Records Building – Fence
- Town Common area drainage

### **PROJECTS**

- **Black Hill Bridge Grant** – This project began in 2020 when the State approved a grant for the study on Black Hill Bridge with CHA. We have been through two extensions for this project with MassDOT and have been assured by CHA that we will be able to complete the work before the end of this calendar year, which will line us up to apply for a construction grant.  
While the study is underway, the State DOT and our consultant CHA both recommend consideration of closing the road over the bridge for safety reasons.





- **DPW Earmark** – We are in the process of getting started on the State Earmark we received in the Spring for \$200k for the DPW building improvements. We are working closely with vendors for accurate quotes to include a replacement/new septic system for the DPW, two bathrooms, and some other modifications that will last for the long-term.
- **The Hills at Paxton Commons** – A few months ago we received concerns from residents about the increase in monthly rates at the Hills. We reached out to legal counsel, our State Representative Kim Ferguson's Office, and relevant state agencies. In the end, we confirmed that the Town and the Mass Housing Partnership have an interest in ensuring that the rental rates are affordable and comply with the current rent adjustment figures issued by the State. At this time, the Hills at Paxton Commons is in compliance with all requirements. Residents experiencing issues or concerns with rent prices at the Hills in the future are encouraged to reach out to the Town Administrator's Office.
- **Zoning Bylaw Earmark** – The work under the State Earmark we received in the Spring for \$75k has begun. Our Zoning Bylaw Steering Group met with CMRPC in July and again in August. Our first matter of business was to work on the MBTA Zoning bylaw, followed by conduct a survey of Town Residents, followed by an initial review by (ZBA, Planning, Town Services Coordinator, EDC, and Building Commissioner) on the current Zoning Bylaws and where changes and/or concerns exist.  
Earlier this month, we worked with the Light Company to send out surveys to our residents/businesses in Town. Unfortunately, the third-party company that does the mailing did not include the surveys in the August billing and it will not be included until September. In the meantime, we sent out an additional 500+ surveys to those who do not get a hard copy bill and have already received more than 50 responses.

#### **JOB OPENINGS**

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

#### **Public comment**

- None

#### **ADJOURN**

- **Adjourned Meeting at 7:50pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- **The next meeting is scheduled for October 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





# Town of Paxton

Select Board Office  
697 Pleasant Street  
Paxton, MA 01612  
Phone: 508-754-7638

## ONE DAY LIQUOR LICENSE

### Business/Organization Information

Business/Organization Name: ANNA MARIA College  
Address: 50 Sunset Lane Paxton MA 01612

### Individual Applicant Information

Individual's Name: Jessica Eckstrom  
Home Address: \_\_\_\_\_  
Telephone: 508-849-3271  
Is the Applicant a US Citizen? Yes ☒ No ☐  
E-Mail Address: JECKSTROM@ANNA MARIA.CEDU

### Event Information

Date of Event: 10/22/23  
Start Time: 5:30pm End Time: 8:30pm  
Location of Event: Campus Center Hub Patio  
Purpose of Event: Class of 2024 Fall Fest Celebration  
Will there be music or entertainment? Yes ☒ No ☐ (music)  
Is the event being catered? Yes ☒ No ☐  
Name of Caterer: ANNA MARIA College Student Dining Services  
Approximate number of People Attending  
Adults: 50 Children: 0

### Type of License (circle one)

One-Day All-Alcohol One-Day Beer and Wine Charitable Wine Pouring Charitable Wine Auction

### Purchase and Service

Alcohol for a one-day license cannot be donated. The alcohol must be purchased. All receipts for purchase of alcohol must be submitted to the Select Board Office by 4:00 pm the last business day before the event



# Town of Paxton

Select Board Office  
697 Pleasant Street  
Paxton, MA 01612  
Phone: 508-754-7638

Where is the liquor being purchased from? \_\_\_\_\_

**All alcohol must be purchased through a licensed wholesaler. If the above-listed business is not a licensed wholesaler, then this application will not be approved.**

Who will be serving the alcohol? Solex & Day Tenders

The server must be certified in safe service of alcohols (commonly referred to as TIPS certified) Please attach a copy of the certification for each server listed above.

Please attach a copy of the liquor liability insurance held by the server/applicant.

**If the server does not have liquor liability insurance, then the application will not be approved.**

## Determination of License Requirements

Is the event held by, or held for the benefit of a business or non-profit group?

	Yes	No
Business:	<input type="checkbox"/>	<input type="checkbox"/>
Non-Profit:	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a cash bar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there an entrance fee or donation required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the event open to the general public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If the answer to ANY of these questions is YES:**

- A One-Day Special License is required. License applications must be put before the License Commission.
- If the event is on city property, approval from City Council and the Mayor is also required.
- The licensee must purchase all alcohol from a *licensed wholesaler*.
- *A copy of the receipts for alcohol purchases are due to the Select Board's office no later than 4 pm on the workday before the event.*

**I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Paxton.**

Signature: \_\_\_\_\_

Please contact the Select Board's Office for any licensing questions



# Town of Paxton

Select Board Office  
697 Pleasant Street  
Paxton, MA 01612  
Phone: 508-754-7638

Official Use Only

Approval

\_\_\_\_\_  
*Select Board, Chair*

\_\_\_\_\_  
Date

Additional Conditions for License:

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# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. Chicago IL Office 200 East Randolph Chicago IL 60601 USA	CONTACT NAME:	
	PHONE (A/C No. Ext): (866) 283-7122	FAX (A/C No.): 800-363-0105
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		
NAIC#		
INSURED Sodexo, Inc. 9801 Washington Boulevard Suite 1012 Gaithersburg MD 20878-5355 USA	INSURER A:	ACE American Insurance Company
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

Holder Identifier:

COVERAGES CERTIFICATE NUMBER: 570096159676 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:		OGLG46676129 SIR applies per policy terms & conditions	11/01/2022	11/01/2023	EACH OCCURRENCE \$4,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$4,000,000 GENERAL AGGREGATE \$14,000,000 PRODUCTS - COMP/OP AGG \$14,000,000 Liquor Liability Limit \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		ISA H107601SA	11/01/2022	11/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$4,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WLRC50727002 AOS SCFC50727063 WI	11/01/2022	11/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE-EA EMPLOYEE \$2,000,000 E.L. DISEASE-POLICY LIMIT \$2,000,000
A	Excess WC		WCUC50727130 OH SIR applies per policy terms & conditions	11/01/2022	11/01/2023	EL Each Accident \$1,000,000 EL Disease - Policy \$1,000,000

Certificate No : 570096159676

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Liquor Liability is included in the General Liability Coverage with \$2,000,000 Limit Per Occurrence. RE: Sodexo Operations, LLC at 2 Maywood Street, Worcester, MA 01610. The Commonwealth of Massachusetts, Alcoholic Beverage Control Commission is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

The Commonwealth of Massachusetts Alcoholic Beverage Control Commission 139 Causeway Street Boston MA 02114 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Central, Inc.</i>

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## D2- QUOTE FORM

The undersigned offers to provide the following in accordance with the Specifications and Information for Bidders, which document is hereby incorporated into this Bid, under the following terms and conditions:

### Item #

1 Cost of Materials

2 Cost of Labor

TOTAL COST PROJECT

Price Bid (#'s)	Price Bid (Words)
\$ 15,000.00	Fifteen Dollars Thousand
\$ 17,000.00	Seventeen Dollars Thousand
\$ 32,000.00	Thirty Two Dollars Thousand

The undersigned agrees that if s/he is selected as general contractor, s/he will within ten days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a labor and materials payment bond and /or performance bond as required, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

Masoud Rahimi Rarin

Name of Person Signing Bid

Alfa Design Build INC.

(Company, and Title)

09-12-2023

Date

## D2- QUOTE FORM

The undersigned offers to provide the following in accordance with the Specifications and Information for Bidders, which document is hereby incorporated into this Bid, under the following terms and conditions:

**Item #**

1 Cost of Materials

2 Cost of Labor

TOTAL COST PROJECT

<u>Price Bid (#'s)</u>	<u>Price Bid (Words)</u>
\$10,000	Dollars
\$5000	Dollars
\$15000	Dollars

The undersigned agrees that if s/he is selected as general contractor, s/he will within ten days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a labor and materials payment bond and /or performance bond as required, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

RYAN MACDERMOTT

Name of Person Signing Bid

GUTTERS BY MAC

(Company, and Title)

9/1/23

Date

# 1

## D1- CONTRACTOR CONTACT INFORMATION

Quote Solicitation: 24-14 RML Replacement Low Slope Roof(s)

### Company/Contractor Info

Company/Contractor Name: FRG

Street Address: 800 W Cummings Park, Suite 2300

City/State/Zip: Woburn, MA 01801

### Contact Info

Contact Name: Fabio DaSilva

Contact Title: President/Owner

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

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

### Bidder Check List

<input type="checkbox"/>	D2- Quote Form
<input type="checkbox"/>	D3 -Qualifications & References
<input type="checkbox"/>	D3- Statement of Non Collusion
<input type="checkbox"/>	D4 – Statement of Tax Compliance
<input type="checkbox"/>	D5 – Statement of Minority Business Enterprise Goal Statement
<input type="checkbox"/>	D6 – Certificate of Labor Harmony & OSHA Compliance
<input type="checkbox"/>	Bid Deposit
<input type="checkbox"/>	Certificate of Liability Insurance

## D2- Quote Form

The undersigned offers to provide the following in accordance with the Specifications and Information for Bidders, which document is hereby incorporated into this Bid, under the following terms and conditions:

### Section 1 – The Quote

This projected bid cost is what the Town will use to compare contractor's quotes and the Town will then award each Project to the responsible bidding offering the lowest projected cost. The projected quote cost shall be as follows:

Cost of project (labor & materials)+ Cost of 1 sheet of plywood (include labor/materials) = Total project cost.

#### Item #

1 Cost of Labor & Materials

2 Cost of 1 sheet of plywood  
(labor & materials)

TOTAL COST PROJECT

#### Price Bid (#'s)

#### Price Bid (Words)

\$ 9,718.00	Nine thousand seven hundred eighteen <b>Dollars</b>
\$ 200.00	Two hundred <b>Dollars</b>
\$ 9,918.00	Nine thousand nine hundred eighteen <b>Dollars</b>

### Section 2 – Alternates

The following is the price(s) for the alternate:

#### Item #

2A Largest Blue Area Roof

2B Smallest Blue Area Roof

2C Medium Blue Area Roof

2D Small Canopy Roof

#### Price Bid (#'s)

#### Price Bid (Words)

\$ 11,660.00	Eleven thousand six hundred sixty <b>Dollars</b>
\$ 1,380.00	One thousand three hundred eighty <b>Dollars</b>
\$ 3,760.00	Three thousand seven hundred sixty <b>Dollars</b>
\$ 2,655.00	Two thousand six hundred fifty-five <b>Dollars</b>

### Section 3 – Addenda

We have received the following Addenda for this project : 1 \_\_\_\_\_, 2 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

# 2

## D1- CONTRACTOR CONTACT INFORMATION

Quote Solicitation: 24-14 RML Replacement Low Slope Roof(s)

### Company/Contractor Info

Company/Contractor Name: Rockwell Roofing, Inc.

Street Address: 44 Pond Street

City/State/Zip: Leominster, MA 01453

### Contact Info

Contact Name: Bob Barry

Contact Title: Vice President

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

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

### Bidder Check List

<input checked="" type="checkbox"/>	D2- Quote Form
<input checked="" type="checkbox"/>	D3 -Qualifications & References
<input checked="" type="checkbox"/>	D3- Statement of Non Collusion
<input checked="" type="checkbox"/>	D4 - Statement of Tax Compliance
<input checked="" type="checkbox"/>	D5 - Statement of Minority Business Enterprise Goal Statement
<input checked="" type="checkbox"/>	D6 - Certificate of Labor Harmony & OSHA Compliance
<input checked="" type="checkbox"/>	Bid Deposit
<input checked="" type="checkbox"/>	Certificate of Liability Insurance

#3

**D1- CONTRACTOR CONTACT INFORMATION**Quote Solicitation: 24-14 RML Replacement Low Slope Roof(s)**Company/Contractor Info**Company/Contractor Name: VOMS CONSTRUCTION INCStreet Address: 217 DRESSER HILL RDCity/State/Zip: DUDLEY MA 01571**Contact Info**Contact Name: MICHAEL MICHAContact Title: VICE PRESIDENT

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

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

**Bidder Check List**

<input checked="" type="checkbox"/>	D2- Quote Form
<input checked="" type="checkbox"/>	D3 -Qualifications & References
<input checked="" type="checkbox"/>	D3- Statement of Non Collusion
<input checked="" type="checkbox"/>	D4 - Statement of Tax Compliance
<input checked="" type="checkbox"/>	D5 - Statement of Minority Business Enterprise Goal Statement
<input checked="" type="checkbox"/>	D6 - Certificate of Labor Harmony & OSHA Compliance
<input type="checkbox"/>	Bid Deposit
<input type="checkbox"/>	Certificate of Liability Insurance

## D2- Quote Form

The undersigned offers to provide the following in accordance with the Specifications and Information for Bidders, which document is hereby incorporated into this Bid, under the following terms and conditions:

### Section 1 – The Quote

This projected bid cost is what the Town will use to compare contractor's quotes and the Town will then award each Project to the responsible bidding offering the lowest projected cost. The projected quote cost shall be as follows:

Cost of project (labor & materials)+ Cost of 1 sheet of plywood (include labor/materials) = Total project cost.

<u>Item #</u>		<u>Price Bid (#'s)</u>	<u>Price Bid (Words)</u>
1	Cost of Labor & Materials	\$ 35,400.00	thirty five thousand four hundred Dollars
2	Cost of 1 sheet of plywood (labor & materials)	\$ 285.00	two hundred eighty five Dollars
	TOTAL COST PROJECT	\$ 35,685.00	thirty five thousand six hundred eighty five Dollars

### Section 2 – Alternates

The following is the price(s) for the alternate:

<u>Item #</u>		<u>Price Bid (#'s)</u>	<u>Price Bid (Words)</u>
2A	Largest Blue Area Roof	\$ 46,538.00	forty six thousand five hundred thirty eight Dollars
2B	Smallest Blue Area Roof	\$ 10,842.00	ten thousand eight hundred forty two Dollars
2C	Medium Blue Area Roof	\$ 34,900.00	thirty four thousand nine hundred Dollars
2D	Small Canopy Roof	\$ 11,485	eleven thousand four hundred eighty five Dollars

### Section 3 – Addenda

We have received the following Addenda for this project : 1 , 2 , \_\_\_\_\_ , \_\_\_\_\_

# JEFFREY A. WENTZELL

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## PROFILE

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Dedicated and capable global Risk Management leader with wide-ranging experience in providing the highest levels of Risk Management services with a focus on Anti-Money Laundering, Business Continuity, Compliance, Corporate Services, Crisis Management, Emergency Management and Physical Security. Experienced Non-Profit Board leader with significant municipal experience.

- |   |   |
|---|---|
| ✓ Agile and Scrum trained                         | ✓ Crisis Management subject matter expertise                                |
| ✓ Board and C-Suite level presentation experience | ✓ International business unit support to include Europe and Asia operations |
| ✓ Complex business unit experience                | ✓ Restructuring and change agent experience                                 |

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## EDUCATION & CERTIFICATIONS

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### **M.B.A. MASTER OF BUSINESS ADMINISTRATION – 2005**

NICHOLS COLLEGE, Dudley, MA

### **B.S. BUSINESS ADMINISTRATION, MINOR IN POLITICAL SCIENCE – 2003**

WORCESTER STATE COLLEGE, Worcester, MA

### **CERTIFIED ANTI-MONEY LAUNDERING SPECIALIST (CAMS) - 2012**

### **CERTIFIED BUSINESS CONTINUITY PROFESSIONAL (CBCP) - 2012**

### **MEMBER BUSINESS CONTINUITY INSTITUTE (MBCI) – 2013**

### **CERTIFIED SCRUM PRODUCT OWNER (CSPO) – 2019**

### **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

Incident Command System (ICS) levels 100, 200, 300, and 400

National Incident Management System (NIMS) levels 700 and 800

FEMA Emergency Management Professional Development Series, courses: (IS139, IS230, IS235, IS242, IS240, IS241 and IS244)

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## PROFESSIONAL EXPERIENCE

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### **NATIONAL GRID, Waltham, MA     2021-Present**

***Director of Global Business Resilience and Crisis Management (US & UK)*** Managing the Business Resilience and Crisis Management functions of National Grid's United States and Europe operations. Responsibility for managing a team of Business Resilience and Crisis Management professionals and providing strategic oversight for the Business Continuity and Crisis Management programs. Served as Interim Head of Resilience and Crisis Management reporting to National Grid's Chief Engineer and currently support the Head of Resilience and Crisis Management in a Deputy capacity in his absence,

### **BOSTON PRIVATE BANK AND TRUST COMPANY, Boston MA     2019-2021**

***Vice President / Head of Business Continuity and Corporate Security*** Oversight and management of the Business Continuity and Corporate Security functions across the enterprise. Responsibility for managing a team including the Bank Security Officer, chairing the Business Continuity Steering Committee, and leadership for all facets of the Business Continuity / Physical Security programs. Provided executive level



leadership on general risk programs reporting to the Chief Risk Officer. Managed the Banks' multi-month response to the Covid-19 pandemic and chaired the Crisis Management Team throughout the event.

**FIDELITY INVESTMENTS, Smithfield, RI 2012 – 2019**

***Sr. Risk Manager - Business Continuity*** Supported several of Fidelity's largest Business Units to include responsibility for Incident Management, Business Impact Analysis, Business Continuity plan development, vendor risk assessments and Crisis Management. Provided 24x7x365 on-call support for 10 regional campus locations and more than 200 Fidelity Investor Centers. Hands-on support for such major events as Hurricane Sandy, the Boston Marathon Bombing and dozens of other major weather, technology and utility events.

**FIDELITY INVESTMENTS, Merrimack, NH 2010-2012**

***Senior Anti-Money Laundering Investigator*** Completed Suspicious Activity Reports ("SARS") and work on wide ranging Anti-Money Laundering and fraud investigations to include case work in the following areas: adverse media, check fraud, high risk locations, insider trading, market manipulation, money movement, securities fraud, structuring, subpoenas, and other regulatory inquiries.

**FIDELITY INVESTMENTS, Marlborough, MA and Smithfield, RI 2002 – 2010**

***Security Representative and Security Operations Team Leader*** Furnished security services to a staff of approximately 3500. Day-to-day responsibility for mitigating site risks and maintaining a safe and secure workplace. Assisted Regional Security Manager in all functions of operational security management to include day-to-day quality assurance of site security and the supervision of a staff of approximately 20 associates.

**TOWN OF PAXTON, Paxton, MA 2006 - 2009**

***Emergency Management Director*** Coordinated the Emergency Management program during both emergency and non-emergency time periods, including advising the Board of Selectmen and Town Administrator on Emergency Management strategy. Served as the Incident Commander for the town wide response to the significant Ice Storm of December 2008. This storm was the most impactful natural disaster to impact the community in 50-75 years. The storm resulted in all town residents being without power and caused catastrophic damage to the town's utility infrastructure. The eight-day response involved the coordination of various utility crews, the National Guard, state and local resources and shelter operations.

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## COMMUNITY AND NON-PROFIT SERVICE

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- Wachusett Regional School Committee, Elected Member (1999-2001)
- Town of Paxton:
  - Personnel Advisory Committee (2004-2009)
  - Zoning Board of Appeals (2004-2009)
- City Year Mentor, Manchester, NH (2011-2012)
- Non-Profit Board Service
  - A Wish Come True Inc., Warwick, RI (2009-2011 and 2012-2014)
  - Segue Institute for Learning, Central Falls, RI (2013-2015)  
*Co-Chairman, Board of Directors*
  - Common Cause Rhode Island, Providence, RI (2015-2016)
  - Family Services Rhode Island, Providence, RI (2016-2017)
  - Greater Providence YMCA, Providence, RI (2016-2017)  
*Chairman Audit and Risk Committee*
  - Adams Public Library, Central Falls, RI (2016-2019)  
*President, Board of Directors*

## Ross Perry

I have 25+ years of experience in many aspects of municipal government. Recently, I worked for the Town of Townsend and Conway as an Interim Town Administrator. I retired in 2020 from the position as Sterling's Town Administrator. Previously, I worked for a regional planning agency driving efficient municipal services through coordinated multi town activities and as project manager and fiduciary managing Homeland Security projects with an annual budget of \$900,000. I have also served 9 years as a Selectman, 6 years on the Planning Board as well as on several other town committees.

Proven general manager with successful experience managing all operations of the Town of Sterling with a population of 7800 and an annual budget of \$24M. Previous experience includes running multi-million-dollar manufacturing and sales operation.

Responsibilities include developing and managing budgets, people, and projects. Special ability to work with a wide range of stakeholder groups building consensus on a range of issues.

- Helped Townsend settle expired labor contracts, develop revised operating budget, drove an STM to fund the new contracts and budget. Filled several open positions including Fire Chief, Treasurer Collector, Town Accountant, Conservation Agent and Admin, Executive Admin, Grant Administrator, and Social Services Coordinator
- Shepherded Conway through the final stages of their annual \$7.6M budget preparation and Town Meeting logistics. Served as consultant to the new Town Administrator.
- Developed annual \$24M municipal budget, estimated tax impact, prepared annual updates to the 5-year capital plan with recommended funding sources, created and edited town meeting warrants.
- Successfully negotiated Police, Fire, and Dispatch Collective Bargaining Agreements
- Developed employee merit and longevity plan that was subsequently supported by the voters.
- Experience with grant applications, regionalization – inter municipal opportunities, MOU's for regional emergency response cache arrangements, and implementation of Homeland Security projects.
- Served as key organizer, champion, and project manager to help 23 communities explore, approve, and implement a community electricity aggregation program that saved over 160,000 participating households over \$15M the first winter of the 24-month fixed price contract.
- Fifteen years management experience including three years as plant manager with 6 direct management reports, over 70 union employees and 8 supervisors.

### **Professional Profile**

- Over 25 years of commitment to public service.
- Provide the Select Board with facts, pro's and con's , and recommendations to help them vote on key issues.
- Able to help evaluate policy options; make and implement legally appropriate and operationally feasible decisions.
- Highly effective manager, team member, representative of the Board, and champion for the town.
- Proven ability to collaborate constructively with municipal staff, unions, volunteers, board and committee members, and town residents.
- Familiar with Mass General Laws, as well as Open Meeting, Conflict of Interest, and FOIA requests
- Creative problem solver with concern for setting appropriate precedents.
- Enthusiastic desire to help build efficient municipal operations.
- Associate MCPPO Certification and Chief Procurement Officer

### Labor Relations

- Returned to Sterling as a consultant to negotiate renewals of Police, Fire, and Dispatch CBA's
- Negotiated Townsend Fire CBA that avoided paying retro pay after contract expired.
- Set Town/company goals, strategy, and served as lead negotiator in multiple labor contract negotiations with Police, Fire, Dispatch, United Steel Workers and United Auto Workers.
- Resolved police union contract that had expired 3 years before my arrival.

### Human Resources

- Filled key Dept Head and support positions, establishing a cohesive and functioning staff.
- Managed Town Hall staff during COVID pandemic, maintaining employee and visitor safety while ensuring complete and timely public services.
- Open door policy; and supporter of employees with good performance. Coach and disciplinarian for employees that need improvement.
- Member of the Salary Review Committee that evaluated municipal positions and proposed individual job title salary adjustments to provide town employees with fair and competitive wages.
- Plant Manager, including human relations issues, supervising 6 departmental managers covering 70 union employees,
- Search Committee member hiring the Town Administrator, Town Counsel, Police Chief, Fire Chief, Building Inspector, Town Clerk, and Town Accountant

### Finance and Capital

- Created annual budgets and capital plans; worked with Finance Committees and Select Boards to present budgets and funding sources that addressed three key principals
  - Provided for municipal infrastructure necessary to move town forward
  - Address employee needs and a framework to serve the Town successfully
  - Respected the taxpayer by minimizing tax increase and efficiently using their tax revenue.
- Experienced with Mass General Laws, Chapter 30B Uniform Procurement Act; including M.G.L Chapter 7, M.G.L 30B Sec 39M, and M.G.L 149. Designated Chief Procurement Officer (CPO) for town and state agency.
- Member of Capital Planning Committee; reviewing all capital items for merit, necessity, and alternatives. Conduct on-site visits to better understand each department's request.
- As Selectman, set budget policy and reviewed annual budgets with Town Administrator and department heads.
- School and Fire Station Building Committees; hired architect, conducted public hearings, and made Town Meeting presentations to support add-renovation and new building projects alternatives.
- Municipal utility committee member that drove the resolution of a multi-year litigation and created a long-term agreement with the electric utility company.

### **Elected and Appointed Public Service**

- 3 ½ years as Sterling's Town Administrator. 3 months as Conway's Interim TA and 10 months as Townsend's ITA.
- 9 years as member of Stow Board of Selectmen, two as chairman.
- 6 years as member of Stow Planning Board, one as chairman.
- 11 years, Capital Planning Committee
- Local Emergency Planning Committee (LEPC) member
- Member Fire Station Feasibility Building Committee
- Member of School Building Committee
- Member of Assabet Rail Trail Committee. (Bike path)
- Executive member of Medical Reserve Corp
- Stow Municipal Electric Dept.

### **Employment**

- Consultant to Sterling, Conway, and Townsend
- Townsend Interim Town Administrator
- Conway Interim Town Administrator
- Sterling Town Administrator

- Director of Municipal Management and CPO, Southeast Regional Planning & Economic Development District (SRPEDD)
- Senior Solutions Marketing Manager, NetScout Systems
- Product Line Manager, Senior Product Manager, 3Com Corp.
- Strategic Relations Manager, Digital Equipment Corp.
- Plant Manager, Coatings Engineering Corp, Div of G&B

#### **Education**

- MBA, Lake Forest School of Management
- BA Economics, St. Lawrence University
- Incident Command System 100 and National Incident Management System 700
- Inspector General courses in Public Purchasing; Design and Construction Contracting; and Supplies and Services Contracting; Achieved MCPPO – Associate certification. (Massachusetts Certified Public Purchasing Officer)
- Mass DOR, Division of Local Services Seminars on Current Developments in Municipal Law
- OSD training on Comm-Pass, (now CommBuys) Massachusetts' online purchasing system

#### **Salary**

Can be negotiated

## Carter Terenzini

### Accomplishments:

**Interim Town Administrator, Boxborough, MA 07/2021 – 11/2022** (6,350 pop Year Round) Managing Town through Town Administrator search, establishing ARPA spend plan and developing staffing analysis/plan to fill key additional financial and administrative support positions to address turnover and recruitment.

**Temporary Town Administrator, Grafton, MA 08/2020 – 02/2021** (18,000 pop Year Round) Managed Town through Charter change to create strong Fire Chief, filling key vacancies including creation of and recruitment of Finance Director, deal with unexpected financial shortfalls and multiple Covid challenges as they went through the recruitment of and awaited entry of new TA

**Interim & Town Administrator, Templeton, MA 08/2016 – 10/31/20** (8,000 pop Year Round) Not quite sure how a 4 month interim gig turned into this long a term but... Moved town thru a financial morass of a lack of audits for four fiscal years and off DOR oversight, created financial management policies and operational Board SOPs, re-organized departments around functional teams, obtained first bond rating in five years, moved bogged down \$40M school project to construction, sheperded \$.5M Over-Ride to passage, and created strong regional partnerships whereby Town sold accounting services to other communities. Conceived Municipal Management Fellow succession plan whereby recent MPA graduate was mentored over two years in preparation for my (once again) retirement.

**Interim Town Administrator, New Durham NH 08/2015 - 01/2016** (3,000 pop Year Round, 6,000 Seasonally) Recruitment of permanent TA, bridged the gap until new hire entry, preparation of FY 2016 budget at some 4.7% below FY 2015 levels with reorganizing service delivery for use of cross trained personnel.

**Town Administrator (Retired), Moultonborough, NH 2008 - 2015** (4,000 pop Year Round; 24,000 Seasonally)

- Reorganized human services delivery (Welfare, Recreation, Seniors, Visiting Nurses) with Community Services team (\$185k in Year 1 and \$250k in Year 4 saved). Created Office of Development Services for unified one stop planning and inspection services under first ever Town Planner, and created Department of Public Works for operating and budgetary efficiencies.
- Instituted neighborhood involvement in all planning projects, "context sensitive solutions" for roadway and project planning, bi-annual newsletters, redesigned town web site and instituted monthly talk show and video-on-demand broadcasts of Board meetings.
- Delivered first "clean audit", improved financial planning instituting capital program (doubling roadwork), and increasing fund balance all within constant budget dollars.
- Recognized as a leader in regional collaborations for EMS, control of aquatic nuisance plants, code enforcement, and aggregation of electric supply purchases. Secured numerous ARRA (\$900k), DES/EPA (Moultonborough Inlet), Broadband (1 of 3 in the state) and similar grants.

**Town Administrator, Spencer, MA 1999 – 2008:** (12,000 pop)

- First Town Administrator (w/full appointing and financial authority) under a Special Act of the Massachusetts State Legislature moving community from tenuous position, after 1997 State takeover of police department, to one often emulated.
- Re-organized Town's 50+ units and offices into six functional "Working Groups" each with a Team Leader, such as the Office of Developmental and Inspectional Services to create one-stop shopping for business and homeowners, an Office of Finance, and the Parks and Recreation Commission (replacing four agencies) helping to breathe new life into programming.
- Guided the Finance Team in progress to first ever "clean" audit and weathered state economic downturn without layoffs. Built \$2,000 in reserve funds at entry to \$1.5 million upon departure.
- Developed School District/Town Liaison for joint financial and policy planning.

- Led Town to adopting first ever Master Plan and subsequent hiring of first ever Town Planner.
- Developed and instituted newsletters, State of the Town addresses, and a pre-town meeting "Question Time" to inform the citizenry of issues and needs. Such efforts paid off with passage of 9 of 11 debt, capital exclusion and override ballot questions including one creating a \$500k death and \$1k/wk disability program for call firefighters to help ensure the long term viability of this service well before this type of program was dictated by state statute.
- With well over 1,000 voters attending a petitioned Special Town Meeting, the SelectBoard's action in adopting a Pay As You Throw Trash system (PAYT) was endorsed by a 3 to 1 margin.
- Acquired 70+/- acres of conservation land in creative partnership w/Audubon Society and state grant, a \$6M Section 202 and supplemental funds to rehabilitate a historic school for affordable elderly housing, a \$800k CDBG grant and a \$2M federally funded reconstruction of .5 miles of downtown street corridor to fuel Downtown revitalization while also acquiring and developing new parking to help retain the downtown post office location.

**City Manager, Mt. Morris, MI 1997 -1999:** (4,000 pop): Overcame 20 years of conflict to kick-start development of 200 acres of land by brokering SouthWest Partnership, brokered extension of city water to neighboring Town and led regional municipal bidding reducing refuse costs by 33%.

**Town Manager, Castleton, VT 1994 – 1996:** (5,000 pop, 8,500+/- w/college and/or seasonally)

**CT Male Associates P.C., Greenfield, MA: Marketing Representative, 1992 – 1994:**

**RCT Assoc., Management & Development Consultants, Pittsfield: Principal, 1986 –1992:** Provided market studies, risk analysis, Urban Renewal Economic Development Plans for public/private sectors.

**MA Dept. of Environmental Management (Now DCR) Sr. Planner/Economic Analyst, 1980 – 1986:**

**City of Pittsfield, MA: Commissioner of Community & Economic Development, 74 – 80:** (52,000 pop);

**Personal/Professional Development:**

Served on NH Municipal Association's Government Affairs Committee analyzing, commenting on, and advocating for state legislation. Current and past service in **Professional Associations** including the Massachusetts Municipal Association's Personnel/Labor Subcommittee and President of Municipalities Organized for Regional Effectiveness (MORE). Prior service with the Rutland County Economic Development Corporation, Solid Waste District, and Regional Transportation Council, Genesee County MPO as one of five persons allocating federal highway funds under the Michigan county system.

Current or past **member of** the International City/County Managers Association (ICMA), Municipal Managers Association (NH, MI & VT), NH Government Finance Officers Association, the American Planning Association, and MA Local Officials Human Services Council (President) . **Major Community Service** including member and President of Bionomics Recycling Corp. (Pittsfield), the Berkshire-Bennington Counties Recycling Corp., Pittsfield Urban Coalition, Member/Director Habitat for Humanity. Wrote and delivered a weekly series of environmental radio commentaries.

**Education:**

MBA; Edinburgh Business School of Heriot Watt University, Edinburgh, Scotland  
Bachelors of Science; Charter Oak State College, New Britain, CT (Individualized Studies)  
Associate of Science: Berkshire Community College, Pittsfield, MA (Liberal Studies)

CHARLES T. BLANCHARD

Objective

To produce consumer satisfaction with local government.

Municipal Management Experience

Town of Southbridge, Massachusetts

*Population 17,600*

*Annual Budget \$70 million*

*Town Council – Town Manager Form of Government*

Interim Town Manager – March, 2023 to September, 2023

Significant accomplishments:

- Prepared and gained approval for the FY24 Budget with no one remaining on the Finance Team who had participated in the preparation of prior Annual Budgets.
- Negotiated an agreement with Casella Waste Systems for Town-wide Curbside Trash and Recycling Collection and Disposal.
- Negotiated the lease renewal for the Registry of Motor Vehicles in Southbridge.

Town of Williamstown, Massachusetts

*Population 7,900*

*Annual Budget \$28 million*

*Open Town Meeting, Select Board Form of Government*

Interim Town Manager – May, 2021 to June, 2022

Significant accomplishments:

- A lawsuit brought by a disgruntled sergeant in September, 2020 claiming long term racial and sexual discrimination by the Williamstown Police Department led to the resignations of the Chief of Police in December and then the Town Manager in April, 2021, creating turmoil within the community and a serious morale problem with all Town employees. I brought in a Special Town Counsel to help resolve this and was able to restore stability and confidence in the WPD. The interim Chief I selected is now the permanent Chief of Police and the department



- will soon achieve full Accreditation.
- Negotiated first three-year Collective Bargaining Agreement with Police Association after several years of annual contract renewals.
  - Coordinated the purchase of town streetlights from National Grid, the procurement of materials and the selection of a contractor to install the new lights and controls.
  - Prepared the FY23 Budget that included the creation of the position of Finance Director, an IT Specialist position and a comprehensive Wage and Classification Study.
  - Worked with Adams, MA Town Administrator and North Adams, MA Mayor to obtain grant for shared Human Resource Director.

## Town of Palmer, Massachusetts

*Population 12,500*

*Annual Budget \$38 million*

*Town Council – Town Manager Form of Government*

### Town Manager – January, 2012 to June, 2019

#### Significant accomplishments:

- The passage of a debt exclusion and the construction of a new Police Headquarters
- The major renovation of the Town Administration Building
- The restoration of the Town's administrative support staff to full-time positions with benefits after substantial budget cuts were made in 2010
- The improvement in the Town's financial condition to allow the establishment of an annual Capital Improvement Plan and the build-up of reserve funds to levels within the range recommended by the Division of Local Services

### Interim Town Manager – July, 2011 to January, 2012

#### Significant accomplishments:

- Filled Town Accountant and DPW Director positions vacant due to retirements.
- Managed clean-up of major tree damage from 2011 Halloween Snow and Ice Storm.

## Town of Paxton, Massachusetts

*Population 4,800*

*Annual Budget \$12 million*

*Open Town Meeting, Board of Selectmen Form of Government*

- will soon achieve full Accreditation.
- Negotiated first three-year Collective Bargaining Agreement with Police Association after several years of annual contract renewals.
- Coordinated the purchase of town streetlights from National Grid, the procurement of materials and the selection of a contractor to install the new lights and controls.
- Prepared the FY23 Budget that included the creation of the position of Finance Director, an IT Specialist position and a comprehensive Wage and Classification Study.
- Worked with Adams, MA Town Administrator and North Adams, MA Mayor to obtain grant for shared Human Resource Director.

## Town of Palmer, Massachusetts

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*Annual Budget \$38 million*

*Town Council – Town Manager Form of Government*

### Town Manager – January, 2012 to June, 2019

#### Significant accomplishments:

- The passage of a debt exclusion and the construction of a new Police Headquarters
- The major renovation of the Town Administration Building
- The restoration of the Town's administrative support staff to full-time positions with benefits after substantial budget cuts were made in 2010
- The improvement in the Town's financial condition to allow the establishment of an annual Capital Improvement Plan and the build-up of reserve funds to levels within the range recommended by the Division of Local Services

### Interim Town Manager – July, 2011 to January, 2012

#### Significant accomplishments:

- Filled Town Accountant and DPW Director positions vacant due to retirements.
- Managed clean-up of major tree damage from 2011 Halloween Snow and Ice Storm.

## Town of Paxton, Massachusetts

*Population 4,800*

*Annual Budget \$12 million*

*Open Town Meeting, Board of Selectmen Form of Government*

## Town Administrator – March, 2005 to December, 2010

### Significant Accomplishments:

- As Paxton's first Town Administrator I was able to firmly establish this position by demonstrating its value to the Town's governing bodies, department managers, town employees and the residents of the community.
- The passage of a debt exclusion and the construction of the Paxton Public Safety Complex.
- Managed the cost-effective clean-up of the major tree damage from the December, 2008 Ice Storm.

### Additional Municipal Experience

Sturbridge Board of Selectmen, 1987-1994 and 1995-2005

Sturbridge Water and Sewer Commission, 1975-1988

Sturbridge Planning Board – 2011 to present

Sturbridge Historical Commission – 2019 to present

### Business Experience

Montgomery Wholesale Florist, Inc. Hadley, Northborough, Boston, Enfield CT  
President 1993-2005

Chase Precast Corporation North Brookfield, MA  
Executive Vice President and Chief Operating Officer 1987-1992

CPC Engineering Corporation Sturbridge, MA  
Manager, Environmental Products Div. 1976-1987, Manager Pneumatic Ejector Div.  
1972-1976

### Engineering Positions

Chandler Evans Control Systems, West Hartford, CT 1967-1970  
Bay State Abrasives, Westborough, MA 1970-1971  
CPC Engineering Corp., Sturbridge, MA 1971-1972

### Education

Worcester Polytechnic Institute – B.S. Mechanical Engineering  
Graduate Courses – Business Administration, Clark University, UMASS  
School of Industrial Management, Worcester Polytechnic Institute

# Gary H. Goldberg, Esquire (Retired)

*After 45 years of combined employment law and human resource experience, it is time to give back.*

## Education

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Western New England University School Law, <i>Juris Doctor</i>	1988
Rutgers Graduate School of Industrial Relations, <i>Master's of Science in Labor Relations</i>	1980
Rutgers University, <i>Bachelor of Arts in Economics/Business Administration</i>	1977

## Professional Experience

### Chief Human Resources Officer

*Tri-Valley, Inc., Dudley, MA, 2017 – December 2023*

- A member of the senior leadership team for a 200-employee non-profit agency.
- Responsible for agency recruitment and orientation.
- Developed management training (TEAM UP and On Track).
- Restructured compensation and performance evaluation systems, and oversaw benefit administration.
- Managed employee relations, internal investigations and compliance, and recognition programs.
- Fiduciary for Tri-Valley's pension plans.

### Director of Human Resources

*Center for Living & Working, Inc., Worcester, MA, 2015 – 2017*

- Developed and oversaw the performance and compensation management systems of 50 employees.
- Managed employee relations, internal investigations and compliance, and recognition programs.
- Led recruitment, management training, and policy development.

### Solo Practitioner, Employment Law Attorney

*Law Office of Gary H. Goldberg, Worcester, MA, 1990 – 2015*

- Represented employers, employees, and unions in labor and employment law matters, including mediation.
- Negotiated employment and severance agreements.
- Provided annual training programs in all aspects of employment law.
- Counseled human resource personnel in employee relations, including appropriateness of discipline.
- Conducted internal investigations, policy development, and compliance with state and federal regulations.

### Employment Law Attorney

*Law Office of Robert Karns, Fall River, MA, 1989-1990*

- Represented employees in employment law matters.
- Held role as Personnel Director for the firm.

### Director of Human Resources

*Fallon Clinic, Worcester, MA, 1984-1988*

- Held role as Personnel Director for 800-1,000 employees and as multisite health care provider.
- Managed employee relations, compensation and benefits, orientation and training, and recruitment.
- Developed personnel policy development.

### Director of Employee Relations

*Alexian Brothers Hospital, Elizabeth, NJ, 1980-1984*

- Oversaw the Human Resources Department for an 800-employee, 300-bed hospital.
- Managed employee relations, compensation, orientation, recruitment, and personnel policy development.

### Mediator

*MWI Mediation Training, 40 hours, 2013*

*Family Services of Central Massachusetts, Small Claims, 2014 (Volunteer)*

*Middlesex County Court Conciliation Training, 2014 (Volunteer)*

### Adjunct Professor, Employment Law

*Bay Path College, Charlton, MA, 2007 – 2012*

### Author

*Home Field Advantage, 2004*

## Associations

*Worcester County Bar Association, Labor and Employment Law Section, Past Chair*

*Town of Paxton, Personnel Advisory Board, 2002-2005*

*Bar Association and Chamber of Commerce, Frequent lecturer in labor and employment law matters, 1995-2010*

# Greg L. Balukonis

I am a successful 36 year career municipal manager who looks to bring the necessary skills, knowledge and expertise to a new position, specifically in the area of interim municipal management. I retired from my town manager career in 2019 and have since held positions of responsibility with the Towns of Webster and Blackstone, Barre and U.S. Census Bureau. All of my interim positions, except for Barre which is ongoing, concluded upon appointment of permanent administrator. I was not a candidate for any of the aforementioned positions, and worked with the Board of Selectmen and incoming administrator to ensure the transition process was transparent and seamless. I am confident in saying that all of my communities were left in a better financial and administrative position than when I commenced working the interim assignments.

## **Interim Town Administrator**

Town of Barre- Barre, MA  
April 2023 to Present

I am presently working as an independent contractor providing interim services to the community responsible for day to day operations and supervision of municipal employees and departments. Responsible for preparation of the current fiscal year operating budget and submission to the Finance Committee and town meeting for approval. Serve as the chief procurement officer responsible for solicitation of bids and execution of contracts, including documents needed for the lease-purchase of public safety emergency vehicles previously authorized by town meeting vote. Directly responsible for the town's human resources function, including but not limited to staff hiring, discipline and administration of personnel policies. Updated Board administrative policies to reflect modern practices. Proposed new bylaw defining the duties and authority of the Town Administrator position which lacks definition. Assisted Select Board in securing a consultant to assist in the recruitment of a permanent Town Administrator. Screened candidates and provided the Board with recommendations on suitable candidates to be interviewed as finalists.

## **Interim Town Administrator**

Town of Webster - Webster, MA  
August 2021 to February 2022

I worked as a part-time employee providing interim services as the Town's Chief Administrative Officer with a term ending in February, 2022 when the incoming administrator was sworn-into office. Responsible for distribution of ARPA as committee chair to eligible businesses and earmarking remaining funds for municipal projects, including unanticipated PFAS public water supply contamination. Prepared town meeting warrants and motions. Initiated FY 2023 operating budgets and capital plan, including development of revenue and fixed cost estimates for the next fiscal year. Met with department heads and Finance Committee to address funding priorities given revenue constraints. Recommended actions for Special Town Meeting approval to balance budget and address known budgetary shortfalls. Successfully settled three (3) union contracts without outside assistance for the next fiscal year to provide the incoming administrator an opportunity to more fully understand municipal operations and finances prior to engaging in time consuming and potentially contentious negotiations. Implemented needed actions under Municipal Vulnerability Preparedness (MVP) grant to open the door to other grant funding opportunities. Reorganized Town Administrator Office by establishing Assistant Town Administrator/ Human Resources Director position and obtained the necessary buy-in of various boards and staff. Worked staff to manage needed actions in response to the ongoing Covid pandemic and ensure the safety of the public and municipal employees while providing improved public access to town services.

## **Acting Town Administrator**

Town of Blackstone - Blackstone, MA  
December 2020 to July 2021

I worked as the part-time Acting Town Administrator who is the Town's Chief Administrative Officer with a term

ending in July 2021. Responsible for successful negotiation of five (5) union collective bargaining agreements without outside assistance that had not been substantially addressed other than cost of living increase in six (6) years. Responsible for recommendation and submission of a balanced FY 2022 operating budget. Developed annual and special town meeting warrants and related motions, including capital funding proposals. Created request for proposals for Town Administrator recruitment firm and served as primary liaison with consultant's staff, and assisted Selectmen with vetting candidates. Developed request for proposals for Town Counsel services and solicited proposals. Successfully applied for Complete Streets status and secured grant funds for initial engineering assessment. Managed reopening of Town Hall during the pandemic which had been closed for months. Serves as designated municipal official for American Rescue Plan Act (ARPA) funds, and recommended use of ARPA for Fiscal Year 2022 operating budget.

### **Census Field Supervisor**

US Census Bureau - Milford, MA

August 2019 to October 2020

I supervised a team of 20 enumerators completing personal interviews as part of the U.S. 2020 Census, Non-Response Follow-Up operation. Utilized technology including laptop, smartphones and tablets to conduct primary job duties remotely during the pandemic. I was responsible for ensuring the accuracy of my team's completed cases, facilitation of group training, conducting personal observation of enumerators as they worked in the field. I also monitored progress and performance of assigned staff and ensured work was completed on schedule and within quality standards, research cases as required to resolve field issues that could not be completed by enumerators, monitored and resolved alerts (notices of potential issues) by following up with staff and submitted recommendations, including discipline and termination of employees who did not meet acceptable performance standards. Additionally, performed field work prior to the 2020 Census throughout the Blackstone Valley and Metrowest.

**Communities Worked as Chief Administrative Officer from 1983 to 2019 (Town Administrator and Manager)** Dudley, North-Reading, Norfolk, Medway, Hopedale, Westborough, Littleton, Orange.

### **EDUCATION**

Master's Degree University of Massachusetts - Amherst, MA

Bachelor's Degree Syracuse University - Syracuse, NY

### **SKILLS**

- Crisis Management & Media Relations
- Electronic Document Management
- Government Financial Management & Budgeting
- Procurement & Project Management
- Grant & Proposal Writing
- Project Planning
- Contract & Labor Negotiation
- Team Organization & Field Service
- Analysis Skills
- Process Improvement

- Strategic Planning
- Conflict Management
- Human Resources
- Marketing

***References Available Upon Request***

***Authorized to work in the US for any employer***



# TOWN OF PAXTON

Julia N. Pingitore, Chairman  
Kirk R. Huehls, Vice Chair  
Carol L. Riches, Clerk

## OFFICE OF THE SELECT BOARD

697 Pleasant Street, Paxton, MA 01612

Phone (508) 754-7638

Fax (508) 797-0966

Heather M. Munroe  
Town Administrator

Donna Graf-Parsons  
Executive Assistant

## RECORD OF VOTE

### INTENTION TO LAY OUT WAY

*Olivia Knoll*

A true copy of the vote taken at a duly called public meeting of the Paxton Board of Selectmen on October 10, 2023.

On a motion by \_\_\_\_\_ seconded by \_\_\_\_\_, the following vote was approved 3 - 0 :

VOTE: That the Board of Selectmen of the Town of Paxton intends, on October 10, 2023, to lay out the following way as a public way:

Clark Realty Development Corp. of 84 Coderre Road Boylston, Worcester County, Massachusetts, for good and adequate consideration grant to the Town of Paxton, a municipal corporation in Massachusetts, the perpetual rights and easements to construct, inspect, repair, replace, operate and forever maintain systems of water mains, storm drainage and appurtenances thereto, and to do all acts incidental thereto, in, through under the following described land:

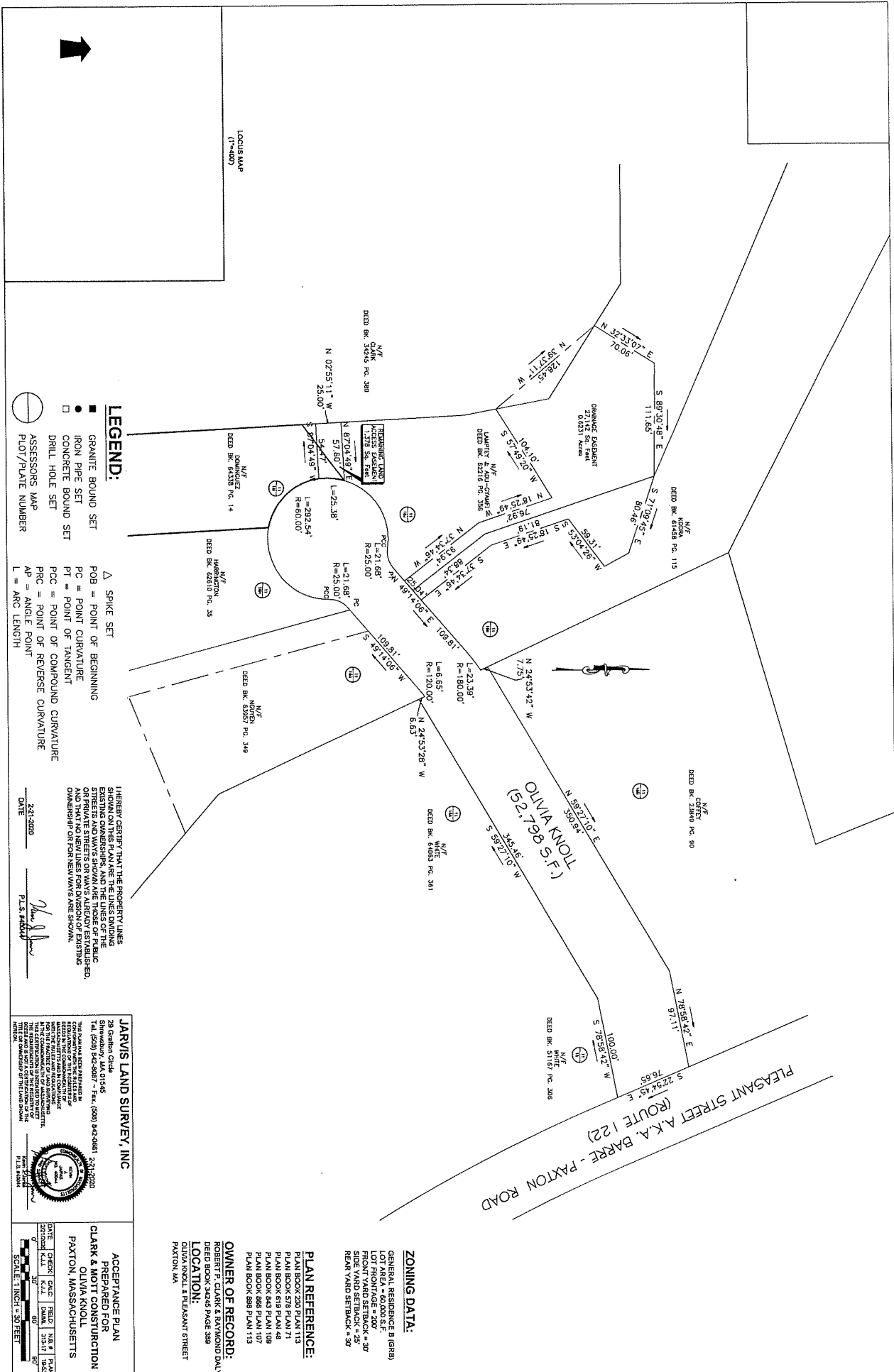
Appearing on the plan entitled: Definitive Subdivision Plan in Paxton, Massachusetts Spaulding Woods Subdivision", dated September 27, 2011, prepared by Quinn Engineering, Inc., and recorded with the Worcester District Registry of Deeds in Plan Book 898, Plan 113.

And for the consideration aforesaid, in said grantor does hereby give, grant, transfer and deliver unto the Town of Paxton all water distribution, sanitary and storm drainage systems including related easements, and all appurtenances thereto that are now or hereafter constructed or installed in, through or under the above described land by the grantor and the grantor's successors and assigns.

The grantor warrants that the aforesaid easements are free and clear of all liens or encumbrances, that it has good title to transfer the same, and that it will defend the same against claims of all persons.

For the grantors title see deed from Robert P. Clark and Raymond Daly dated July 17, 2014, and recorded in the Worcester District Registry of Deeds Book 52580 Page 371.





- LEGEND:**
- GRANITE BOUND SET
  - IRON PIPE SET
  - CONCRETE BOUND SET
  - DRILL HOLE SET
  - ASSESSORS MAP
  - PLOT/PLATE NUMBER

- △ SPIKE SET
- POB = POINT OF BEGINNING
- PC = POINT OF CURVATURE
- PT = POINT OF TANGENT
- PCC = POINT OF COMPOUND CURVATURE
- AP = POINT OF REVERSE CURVATURE
- L = ARC LENGTH

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIP, AND THE LINES OF THE PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

DATE: 2-21-2020

P.L.S. #4000

**JARVIS LAND SURVEY, INC.**  
29 Graham Circle  
Shrewsbury, MA 01545  
TEL: (508) 842-0807 - FAX: (508) 842-0801 2-21-2020

THIS PLAN AND ALL RECORDS THEREON ARE THE PROPERTY OF JARVIS LAND SURVEY, INC. AND ARE TO BE KEPT IN THE OFFICE OF THE REGISTRAR OF DEEDS AND RECORDS IN THE COMMONWEALTH OF MASSACHUSETTS. THE REGISTRAR OF DEEDS AND RECORDS SHALL BE THE AUTHORITY TO REPRODUCE THIS PLAN AND ALL RECORDS THEREON FOR THE PURPOSES OF THE RECORDS OF THE COMMONWEALTH OF MASSACHUSETTS.

**ACCEPTANCE PLAN**  
PREPARED FOR  
CLARK & MOTT CONSTRUCTION  
OLIVA KNOLL  
PAXTON, MASSACHUSETTS

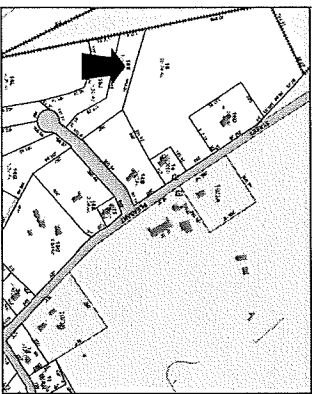
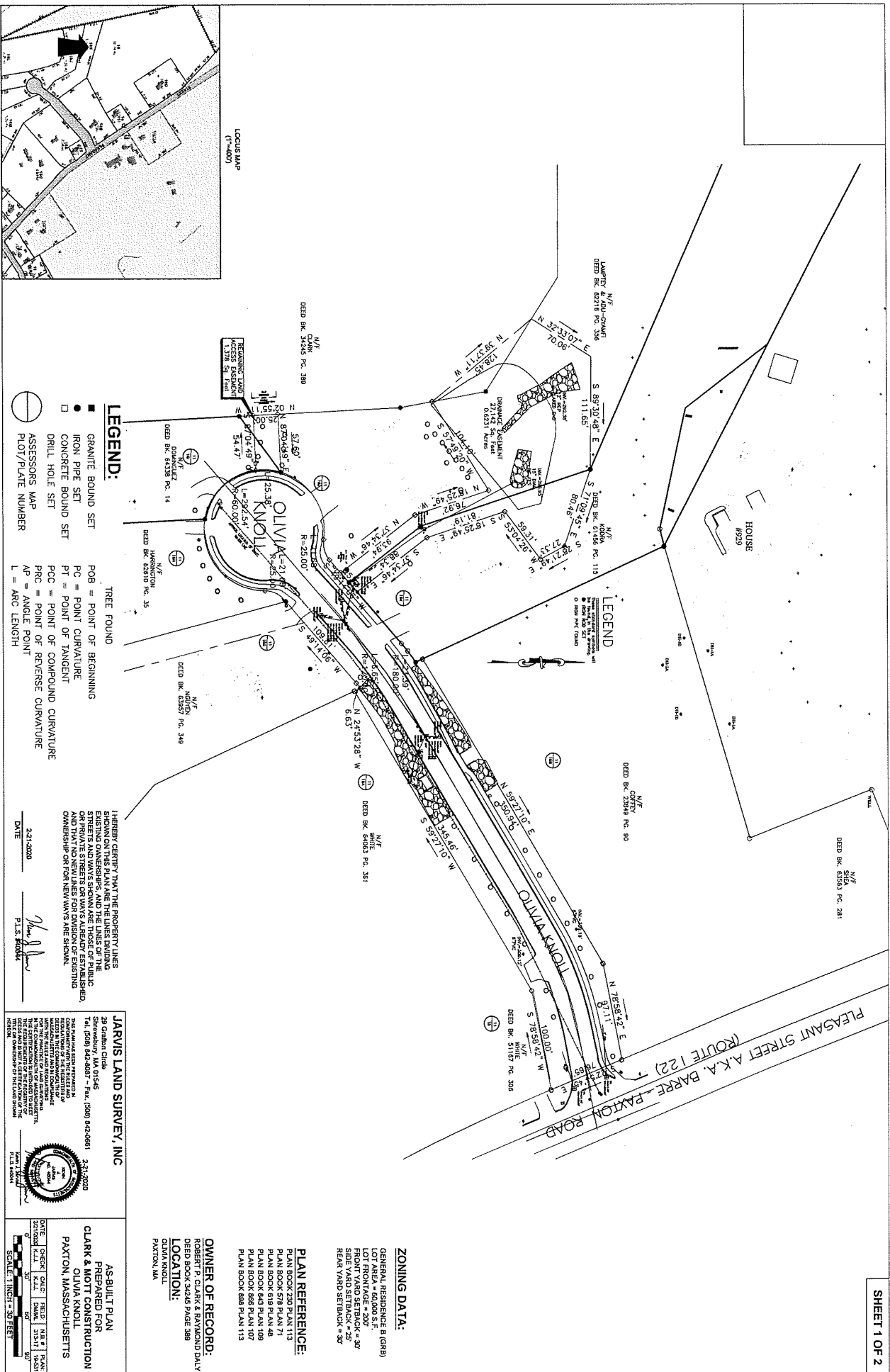
DATE: 2/21/2020  
DRAWN: K.L.L.  
CHECKED: C.L.C.  
SCALE: 1"=40' FEET

**ZONING DATA:**  
GENERAL RESIDENCE B (GRB)  
LOT AREA = 60,000 S.F.  
LOT FRONTAGE = 200'  
FRONT YARD SETBACK = 30'  
REAR YARD SETBACK = 30'

**PLAN REFERENCE:**  
PLAN BOOK 230 PLAN 113  
PLAN BOOK 230 PLAN 117  
PLAN BOOK 419 PLAN 48  
PLAN BOOK 443 PLAN 109  
PLAN BOOK 468 PLAN 107  
PLAN BOOK 499 PLAN 113

**OWNER OF RECORD:**  
ROBERT P. CLARK & RAYMOND DALY  
DEED BOOK 3245 PAGE 389

**LOCATION:**  
OLIVA KNOLL & PLEASANT STREET  
PAXTON, MA



- LEGEND:**
- GRANITE BOUND SET
  - IRON PIPE SET
  - CONCRETE BOUND SET
  - DRILL HOLE SET
  - ASSESSORS MAP
  - PLAY/PLATE NUMBER

- TREE FOUND**
- POB = POINT OF BEGINNING
  - PC = POINT OF CURVATURE
  - PT = POINT OF TANGENT
  - PCC = POINT OF COMPOUND CURVATURE
  - AP = POINT OF REVERSE CURVATURE
  - L = ARC LENGTH

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIP, AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OWNERSHIP, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

DATE: 2-21-2020

PLS. SIGNATURE: [Signature]

**JARVIS LAND SURVEY, INC.**  
 28 Goshen Circle  
 Shrewsbury, MA 01545  
 TEL: (508) 842-4827 - FAX: (508) 842-4861  
 2-21-2020

THIS PLAN HAS BEEN PREPARED BY A LICENSED SURVEYOR IN THE STATE OF MASSACHUSETTS. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE LAND AND HAS FOUND NO EVIDENCE OF ANY UNRECORDED EASEMENTS OR OTHER INTERESTS THAT COULD AFFECT THE SURVEY. THE SURVEYOR HAS ALSO CONDUCTED A VISUAL INSPECTION OF THE SURROUNDING AREA AND HAS FOUND NO EVIDENCE OF ANY UNRECORDED EASEMENTS OR OTHER INTERESTS THAT COULD AFFECT THE SURVEY.

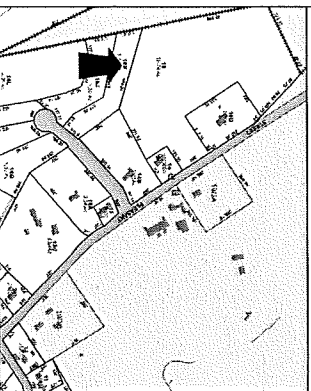
**OWNER OF RECORD:**  
 ROBERT P. CLARK & RAYMOND DALY  
 DEED BOOK 34245 PAGE 388  
 OLIVA KNOLL  
 PAYTON, MA

**AS-BUILT PLAN**  
 PREPARED FOR  
 CLARK & MOTT CONSTRUCTION  
 OLIVA KNOLL  
 PAYTON, MASSACHUSETTS

**PLAN REFERENCE:**  
 PLAN BOOK 230 PLAN 113  
 PLAN BOOK 578 PLAN 71  
 PLAN BOOK 519 PLAN 46  
 PLAN BOOK 643 PLAN 46  
 PLAN BOOK 688 PLAN 109  
 PLAN BOOK 688 PLAN 113

**ZONING DATA:**  
 GENERAL RESIDENCE B (GRB)  
 LOT AREA = 40,000 S.F.  
 LOT FRONT SETBACK = 30'  
 FRONT YARD SETBACK = 30'  
 SIDE YARD SETBACK = 25'  
 REAR YARD SETBACK = 30'

**DATE:** 2-21-2020  
**SCALE:** 1 INCH = 30 FEET



**LEGEND:**

- GRANITE BOUND SET
- IRON PIPE SET
- CONCRETE BOUND SET
- DRILL HOLE SET

ASSESSORS MAP  
PLOT/PLATE NUMBER

TREE FOUND

POB = POINT OF BEGINNING

PC = POINT CURVATURE

PT = POINT OF TANGENT

PCC = POINT OF COMPOUND CURVATURE

PRC = POINT OF REVERSE CURVATURE

AP = ARC POINT

L = ARC LENGTH

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIP, AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

*John J. [Signature]*  
 2-21-2000  
 DATE  
 P.L.S. #46644

[illegible]

AS-BUILT PLAN  
PREPARED FOR  
**CLARK & MOTT CONSTRUCTION**  
OLIVIA KNOLL  
PAXTON, MASSACHUSETTS

DATE	CHECK	CAC	FIELD	N.B. #	PLAN
2/27/2020	K.L.L.	K.L.L.	D.W.M.	315-17	18-53

0" 40' 80' 120'

**OWNER OF RECORD:**  
ROBERT P. CLARK & RAYMOND DALY  
DEED BOOK 34245 PAGE 369

**LOCATION:**  
OLIVA KNOLL  
PAXTON, MA

**PLAN REFERENCE:**  
PLAN BOOK 230 PLAN 113  
PLAN BOOK 578 PLAN 71  
PLAN BOOK 618 PLAN 48  
PLAN BOOK 943 PLAN 106  
PLAN BOOK 868 PLAN 107  
PLAN BOOK 898 PLAN 113

**ZONING DATA:**  
GENERAL RESIDENCE B (GRB)  
LOT AREA = 60,000 S.F.  
LOT FRONTAGE = 200'  
FRONT YARD SETBACK = 30'  
SIDE YARD SETBACK = 25'  
REAR YARD SETBACK = 30'



# TOWN OF PAXTON

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

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

Event Date: October 14, 2023

Begin Time: 9:00am End Time: 12:00pm

### Description of Event:

Paxton Boy Scout Troop 105 will be collecting bottles and cans for a fundraiser.

Number of Attendees: 10 – 15

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

Paxton Police Department:	sign off:	<u>[Signature]</u>	<u>9/25/2023</u>
Paxton Fire Department:	sign off:	<u>[Signature]</u>	<u>9/27/2023</u>
Paxton Emergency Manager:	sign off:	<u>[Signature]</u>	<u>9/27/2023</u>

Name of Applicant: Robert Dumont  
(Contact Person) please print  
Address: 227 Pleasant St, Paxton, MA 01612

Organization: Paxton Boy Scout Troop 105

Telephone #s (H) (Cell) 508-320-2156 (email) bob\_dumont@yahoo.com

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

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

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

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

Comments:

\_\_\_\_\_

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator  
October 10, 2023

## BOARD/COMMITTEE OPENINGS

### Boards, Committees, Commissions

**Board of Appeals** – There is one two vacant associate position available for the Board of Appeals. Please see the [Town's website](#) for more information.

**Cable & Communications Committee** – There are currently two positions available on this committee. This committee is responsible for running and maintaining cable access TV channels, live streaming and recording government and community meetings. The committee currently meets monthly. Please see the [Town's website](#) for more information.

**DPW Building Committee** - The Town of Paxton has reconfigured its DPW Building Committee to update the charge and membership. This Committee will be instrumental in matching the Department of Public Works building infrastructure needs with the Town's financial constraints and the Community desires. There is currently 1 resident vacancies for someone with a marketing/advertising background available. Please see the [Town's website](#) for more information.

**Historic District Commission** - The Historic District Commission is a group of individuals committed to maintaining the historic integrity and aesthetic appeal of Paxton's treasured landmarks. We work to ensure that our town's rich history remains an integral part of its future. There is currently 1 opening. Please see the [Town's website](#) for more information.

[See the Town's Website for all openings and how to submit an application.](#)

## COMMUNITY HAPPENINGS

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

**Halloween Party** – Join the Paxton Lion's Club as they host a Halloween Party on October 31<sup>st</sup> from 6:30-8:00 PM at the Wentworth Field. The evening will include a Halloween Hayride, warmed apple cider, and popcorn, along with a costume parade.

## DEPARTMENTAL UPDATES

### Building Department

In September, the Building Department had 31 permits pulled, which is four more overall permits from last month and the highest number of actual building permits, 16, since July of this year. The 16 building permits constituted: a shed; roofs (5); Bathrooms (2); a pavilion; garage door headers; Single Family homes (2) -2 Turkey Hill Rd (cottage & septic) and 477 West St (single & in-law); windows (2); new garage (57 Richards Ave); and a chimney exhaust. The good news about these permits is that the two new homes and the new garage should add to our new growth for FY25.

Fiscal Year 2022														
Permit	Jul	Aug	Sep	Oct	Nov	Dec	22-Jan	Feb-22	22-Mar	Apr-22	1-May	Jun-22	TOTAL	
Building	9		11	10	9	11	9	7	6	15	12	8	13	120
Electrical	8		8	16	9	13	10	5	3	9	6	8	12	107
Gas	2		10	3	7	3	2	5	5	5	4	2	5	53
Plumbing	1		7	5	3	5	2	4	3	7	1	6	7	51
Sheet Metal	0		0	0	0	1	2	0	1	1	2	0	1	8
Wood Stove	1		0	3	2	3	3	0	1	1	0	1	0	15
TOTAL	21	36	37	30		36	28	21	19	38	25	25	38	354
Fiscal Year 2023														
Permit	Jul	Aug	Sep	Oct	Nov	Dec	Jan-23	Feb-23	Mar-23	Apr-23	May-23	June	TOTAL	
Building	9		11	11	14	5	6	11	8	3	15	15	9	117
Electrical	8		8	9	8	3	5	8	4	4	8	6	16	87
Gas	2		10	3	5	5	2	3	2	3	3	1	0	39
Plumbing	1		7	4	5	5	1	7	4	2	3	2	2	43
Sheet Metal	0		0	0	0	0	0	1	0	0	0	1	0	2
Wood Stove	1		0	0	1	5	4	0	1	0	0	0	0	12
TOTAL	21	36	27	33		23	18	30	19	12	29	25	27	300
Fiscal Year 2024														
Permit	July	August	Septem	Octobe	Novem	Decem	Januar	Februar	March	April	May	June	TOTAL	
Building	16		8	16										40
Electrical	9		14	9										32
Gas	1		0	3										4
Plumbing	5		4	2										11
Sheet Metal	0		1	0										1
Wood Stove	2		0	1										3
TOTAL	33	27	31	0	0	0	0	0	0	0	0	0	0	91

## **DPW**

In order to clean our large water tank, the tank will need to be taken out of service, which will substantially reduce the amount of water the Town has in reserve. As a result, the DPW will be initiating a Water ban during the time of the cleaning beginning on or around 10/18/23, with the current expected date to clean the interior of the tank on 10/25/23.

Once the tank has been cleaned, it will take several days to refill the tank, and additional days to flush, and take samples after that. Once all necessary samples have come back correctly, we will place the tank back in service. The entire process should take 2-3 weeks, dependent on how much flushing is necessary.

## **Library**

The Library projects for the low slope roof and the gutters have been conditionally approved by the Local Historic District.

## **IT**

We ran into a problem over the past few weeks with our current Town Server, limited space, and permission issues. Suzor IT worked last week with staff to come up with a contingency plan and ensure that everyone's files were back up and running.

## **FINANCES**

### **FY23 Free Cash & Retained Earnings**

The State has approved the Town of Paxton's FY24 Free Cash in the amount of \$538,771 and Water Retained Earnings in the amount of \$109,167.

## **Grants**

### *New*

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

### *FY24*

**ADA Grant** – We submitted a grant again for FY24 for ADA improvements at the COA, with the same details as last year and updated costs totaling around \$25k. We do not expect to hear back until the late fall.

**Recreation Earmark** – In the FY24 final budget, the Governor approved an earmark for \$27,000 for enhancements for the recreation department to include the following:

#### Playground Repair and Mulch (\$4,000)

The Town owns one public playground next to the Paxton Center School. During school hours, the students use the playground for recess. After hours, the playground is utilized during the afterschool program and by members of the public. The playground needs more odds/ends maintenance to keep all parts safe. In addition, because of the after-school program, we must maintain a minimum level of 9 inches of mulch around all potential fall zones.

#### 2. Adjustable Basketball Hoops at the Paxton Center School (\$18,000)

The Recreation program runs a basketball program at the Paxton Center School. The current basketball hoops do not allow for younger kids to play and require volunteers to tediously attach and manually lower basketball hoops for each game, which brings with it its own safety risk. If we were to replace current hoops with four adjustable hoops, that would make them versatile, serve both the basketball program and the students at the Paxton Center School, and would alleviate the chance of injury through manual adjustments.

#### 3. Wentworth Bathroom Repairs (\$5,000)

The Recreation and Town own a bathhouse out by our Wentworth field. The bathhouse is used during games and during the Summer Program. The building is old and in dire need of repairs.

**Town Common Earmark** – In the FY24 final budget, the Governor approved an earmark for \$50,000 for a design, feasibility, and traffic study for the town common/town center.

### *Outstanding FY23*

**Community One Stop** – Applied for West Street. Expected decision late Fall 2023.

**Zoning Bylaw Earmark** – The work under the State Earmark we received in the Spring for \$75k has begun. Our Zoning Bylaw Steering Group met with CMRPC in July and again in August. Our first matter of business was to work on the MBTA Zoning bylaw, followed by conduct a survey of Town Residents, followed by an initial review by (ZBA, Planning, Town Services Coordinator, EDC, and Building Commissioner) on the current Zoning Bylaws and where changes and/or concerns exist.

Earlier this month, we worked with the Light Company to send out surveys to our residents/businesses in Town. Unfortunately, the third party company that does the mailing did not include the surveys in the August billing and it will not be included until September. In the meantime, we sent out an additional 500+ surveys to those who do not get a hard copy bill and have already received more than 50 responses.

#### **JOB OPENINGS**

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

**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.