



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, July 10, 2023

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

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

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 7:01pm.

CONSENT ITEMS

- 1. Approve the meeting minutes from the Regular Meeting held on June 26, 2023.
 - Note* Neil Bagdis - commented that minutes should be updated to reflect that the sign for Gibbs is okay as long as it follows the current guidelines.
- 2. Review applications to the EDC and make any necessary appointments.
- 3. Request from Paxton Police to use the parking lot at Paxton Center School on July 30, 2023, for the rescheduled Bike Rodeo.
- (JP) Move #2 to Old Business.
- (JP) Hearing no other comments. Items 1 and 3 are approved.

UPDATE FROM TOWN COMMITTEES AND BOARDS

Planning Board appointment

- **Neil Bagdis** – Planning Board appointment of vacant position. At 7:05 the Planning Board was called to order. Gave a thank you to Hank Stidsen for his service on the Planning Board...
- (JP) The Planning Board is present to meet two candidates that are interested in the open position on the Board. Mr. David Bloom and Mr. Jason Burgess.
- Both individuals were provided with an opportunity to introduce themselves and answer some questions after which time a vote was taken. Both candidates were encouraged to seek out other open positions as well if they did not join the Planning Board.
- (CR) stated that if the person that does not fill the position could always run for it in May.
- (JP) Proceed with a roll call vote.
- **Peter Schur** Voted for David Bloom
- **Neil Bagdis** Voted for David Bloom
- **Jeffrey Kent** Voted for David Bloom
- **Kirk Huehls** Voted for David Bloom

- **Carol Riches** Voted for David Bloom
- **Robert Pelczarski** Voted for David Bloom
- **Julia Pingitore** Voted for Jason Burgess, I would like to show my support for a new face coming in.
- **Neil Bagdis** Closed the Planning Board meeting at this time.

CIPC appointment

- **Mark Love** Our committee has an opening and William Trotta has submitted his letter of interest. As the Chair I strongly endorse this. He was a former Select Board member. He knows the community. He would have been here tonight, but a personal matter has come up. I would like to speak favorably of him in filing this position.
- **(KH) motion (CR) second to appoint William Trotta to the CIPC. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Richards Memorial Library

- Will pass over until next meeting to allow time to post open position.

Land Use Coordinator

- **Sheryl Lombardi** The Building Department has been busy. Dave Carl has been doing a lot of zoning issues lately. We recently adjusted the fees for the building, plumbing and electrical permits to be more in line with the communities around us and bring the wages up as well. Permitting program is going well. New housing in town is slow. We do not have as many as we did last year.
- **(CR)** Are people using the online system?
- **Sheryl Lombardi** Yes, fewer people are walking in.

Zoning Board of Appeals

- **Sheryl Lombardi** Roberta was unable to make it so she asked me to announce that the ZBA is down three members and that we need more people.
- **(JP)** We should reach out to Jason Burgess for the ZBA.

Conservation Commission

- **Mike Voorhis,** We have a new conservation agent. His name is Doug Dillon. We are doing some of the online permitting as well and that is working well for us.
- **(CR)** I would like to thank the committee for stepping in while you were looking for an agent.

Planning Board

- **Neil Bagdis** The grant funding from the state for the rewriting of the current subdivision and zoning bylaws is under way.
 - There is a major undertaking of AMC athletic complex. There is a site plan meeting coming up. Anyone in town that might have a concern is welcome to come to the meeting and speak up.
 - Olivia Knoll – the petitioner came to us looking for a resolution to get the road accepted. There were some compromises made. The developer will replace the three streetlights, but we have not heard anything from the Light Department as to the status of those lights. Sheryl has reached out to the DEP for the closure permit as well. Uncertain of the condition of the cap at this time.

NEW BUSINESS

Recognize the Garden Club for their work done throughout the Town

- **(JP)** This group has really been up and coming. Sarah Root, Robin Tasca, Roger McGaughey. You see how beautiful the town common is and all of this came from Rogers garden. Now we also have the Public Safety Complex and the Senior Center which all have been taken care of and kept up by this group and we thank you for all your work.
- **Robin Tasca** Howe's Farm Stand has donated numerous plants amongst other items that have helped us.
- **Sarah Root** This is a great community program. We are up to 84 members.
- **Robin Tasca** We would like to thank Travis for all his support. We are working to get a couple of additional spigots installed. The Boy scouts restrained the benches as well.
- **Roger McGaughey** Thank you to the Select Board for accepting my request. The whole thing will only progress if there is volunteerism. It is important to get kids involved.
- **(CR)** Send a thank you letter to Howes Farm Stand.

Signs, zoning bylaw.

- **(HM)** What restriction do we have with regards to sign.
- **(CR)** Section 1.6 – municipal exemption.
- **Sheryl Lombardi** Yes, that section would work.
- **(CR)** Municipal use of the sign would be okay but the advertisement underneath would have to comply with the bylaw.

Approve yearend transfers as needed, Round VII.

- **None**

Award Diesel fuel contract for FY24.

- **(KH) motion (CR) second approve the diesel bid from RJ McDonald for FY24 Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Set FY24 Goals for the Town Administrator.

- **(JP)** Since we are signing the contract, I want to revisit the goals and make sure we are happy with the way they exist. No changes at this point. Some things have dates that are further out than the current contract.
- **(HM)** We already adjusted for that.

Set FY24 Goals for the Select Board.

- **(JP)** I am pleased to see the amount of progress that we have made on them. We have made some good progress and does anyone have anything that they would like to review. No comments at this time.

Policy for Boards, Committees and Commissions to fill vacancies and make appointments.

- **(JP)** Any changes comment or discussion?
- **(HM)** Added 7.2.1
- **(KH) motion (CR) second to approve the policy for Boards, Committee and Commission to fill vacancies and make appointments. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

OLD BUSINESS

Award three-year contract from FY24 through FY26 for Assessing Software to VISION Government Solutions, Inc as a sole-source provider.

- (JP) The Board of assessors has not completed this process yet.
- (HM) As soon as that document is completed, we will bring it forward to the Select Board
- (JP) We will pass over this for now and come back to it at a later date.

Award three-year contract from FY24 through FY26 for contract for Financial Software to VADAR as a sole-source provider.

- **(KH) motion (CR) second to award the three-year contract to Vadar for our financial software. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Liaison Assignments for FY24.

- (CR) Keep it the same way as it was previously listed.
- **(KH) motion (CR) second to approve the liaison assignment as presented for FY24. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Review Public Comment Policy.

- (JP) Do we make this a guideline or a policy? I would advocate for a policy. A guideline would become another layer of how it is seen.
- **Mark Love** I looked at 30 of these from different towns. None of the 30 were like the other. In my opinion I took the best practices from some of them. I still think this guideline or policy is a good idea and I wanted to make it as good of a one that we can. I would like to see this as a guidelines better than policy.
- (JP) There is a part of this policy that I would like to see how it was presented in other policies. Could you forward the others that you looked at? I liked the Town of Sterling and Hubbardston. I would make some small changes. Take the capital off of the word authority. Use of the word encouraged. Do not capitalize executive session. It is not capitalized in the law.
- Section 5.0 I really liked what Mark did. I like the tone better on this.
- Section 6.1 The be silent that we are harping on. The law says be silent so I would like to be consistent with the law.
- Section 6.2.1 Again executive session left uncanceled.
- Section 6.2.2 I would like to research what other towns have written.
- Section 6.2.3 It does feel a little restrictive. Mark suggested 30 minutes with a total of 5 minutes per person. We need to make sure there is an emphasis on complete.
- **Mark Love** I spoke to that and would like to see some flexibility on that.
- (CR) My comment was that it would be the chairs discretion.
- (KH) The way we run the meeting is that public comment is at the end. That is completely different from the way the Planning Board runs theirs. We take comments as items are discussed.
- (JP) The Chair should be the one person that is in charge at all times. If you make it at the discretion of a majority vote, then things can get away from you.
- Section 6.2.4 I have used a similar request and it works very well. The way that it is written is not restrictive in the number of groups that you could have.
- Section 6.2.6 This is good for ADA to keep something in here. Remove speech related and write down reasonable accommodation.
- Section 6.2.7 I would say that it needs to be reworded.
- (HM) Section 6.3.1 I would move the public comment to just before adjourning your meeting so when it is done its done.

- (JP) Take out unless deemed warranted by the chair, or a majority of the Select Board,
- Section 6.3.2 If it is not on the agenda, you could not expect any member of the Board to comment on that. This will be reviewed by Town Counsel when we have a complete policy. This section gets at open meeting laws. This section may be misinterpreted, and we need to clarify it.
- Section 6.3.3 Added a statement that policies will be listened to by the Select Board.

Correspondence

- None

Public comment

- None

TOWN ADMINISTRATORS REPORT

Boards, Committees, Commissions

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

Police Bike Rodeo – This event was preliminarily scheduled for Sunday, July 30th.

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

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

DEPARTMENTAL UPDATES

- **IT**
held an initial kick-off meeting with Suzor IT to begin the transition. We will be holding a meet and greet with the IT company staff and our department heads in the next week. We have begun to transition our licenses over to Suzor IT and will be working with Suzor IT to conduct an IT assessment for Paxton over the next few months.
- **FINANCES**
Grants Outstanding *FY23*

- **Community One Stop** – Applied for West Street. Expected decision late Fall 2023.
- **Ambulance Certified Public Expenditure Program** –\$62,566 - Pending.
- **Libraries Transforming Communities: Accessible Small and Rural Communities.** \$20,000 project to support Sensory Processing Disorder.
- **Community Compact (IT) Grant** –\$115,000 to support conversion to records management system, including scanning and electronically filing records.
- **Community Compact Grant “HR Procedures”** – Turnover in staff at Collin’s Center. Working with them to finish the project. Completed.
- **Hazard Mitigation Planning Grant** –\$4,455 reimbursable grant to update the Town’s Hazard Mitigation Plan.
- **Small Bridge Grant (2019)** – Planning Grant Black Hill Road, extended until December 2023.
- **State Earmark of Funds** – Zoning Bylaw rewrite, underway.

Procurement:

- Complete: **Diesel Fuel** – Bids due Monday, July 10th at 12 noon
To do: Cable Access Software, Records Building – Fence, Town Common area drainage, Well Pump - Recreation
- **JOB OPENINGS**
Police Officer – There is one opening for a police officer.
- **Municipal Custodian** – The position of Municipal Custodian has been advertised in the Landmark, the Town’s website, and Indeed.com. This is the position for a new part-time 19-hour per week custodian for FY24 for the Town Hall, Public Safety, COA, and DPW buildings. We hope to have a person hired by the end of July, if not sooner.
- **Temporary Full-time benefited Mechanic/Heavy Equipment Operator-** The position for a temporary mechanic/heavy equipment operator has been posted. This person will fill in for our mechanic who will be on military leave for the next 12-18 months.
- **Adjourned Meeting at 9:18pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- The next meeting is scheduled for August 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, Office of the Town Clerk
697 Pleasant Street Paxton, MA 01612
Phone: (508) 799-7347 Ext.1013

NOTICE OF RESIGNATION FILED WITH TOWN CLERK

TO: Heather Munroe, Town Administrator	
Select Board <i>(Appointing authority)</i>	RML Board of Trustees <i>(Remaining members of board or comm.)</i>
Person Resigned: Patricia Dawson	Office Resigned From: Library Board of Trustees
Date Resignation Filed: June 14, 2023	Effective Date: June 14, 2023
Date of Term Expiration: ATE 2026	Period of Full Term: 3 years

Chapter 41, Section 109, General Laws

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

Date of notice: 6/14/2023

ATTEST:


Town Clerk

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

June 20, 2023

To the Board of Selectman:

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

Thank you for your consideration.

Sincerely,

Christopher J. Isperduli
Chair, Library Board of Trustees