



# TOWN OF PAXTON

**SELECT BOARD MEETING**  
**Monday, February 26, 2024 – 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

<b>1.</b>	<b>OPEN MEETING - Executive Session to follow regular meeting agenda items</b>
<b>2.</b>	<b>CONSENT ITEMS</b>
7:00PM	1. Approve the meeting minutes from the Regular Meeting held on February 12, 2024. 2. Approve the meeting minutes from the Executive Meeting held on February 12, 2024. 3. Approved the placement of the Bay Path Regional Vocational Technical High School Committee position and the Richards Memorial Library Board of Trustees position on the ballot for the next election to fill the current vacancies in accordance to MGL Chp. 41, Sec 10. 4. One day liquor license request from Anna Maria College at Fuller Gymnasium for Spring week college student dance on April 18, 2024, from 8pm to 12am run by Sodexo Food Service Company.
<b>3.</b>	<b>UPDATE FROM TOWN COMMITTEES/BOARDS /DEPARTMENTS</b>
7:05PM	1. Anita Fenton for the Council on Aging to discuss their bylaws.
<b>4.</b>	<b>NEW BUSINESS</b>
7:20PM	1. Discuss potential for an override to balance the FY25 budget.
<b>6.</b>	<b>SELECTBOARD CORRESPONDENCE</b>
<b>7.</b>	<b>TOWN ADMINISTRATOR'S REPORT</b>
<b>8.</b>	<b>PUBLIC COMMENT</b>
	<b>EXECUTIVE SESSION</b>
7:50PM	1. To conduct strategy with respect to collective bargaining for the Police Union. MGL Chapter 30A, Sec. 21 (3).
<b>9.</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](http://townofpaxton.net)) on the Select Board page under meeting materials.

*The meeting room is handicapped accessible. With advance notice the Select Board can arrange for reasonable accommodation for persons with other disabilities. To request assistance please contact the Town Administrators Office at 508-799-7347*



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, February 12, 2024

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

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

Town Administrator: Charles Blanchard, Interim Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 7:00pm. We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning.

### UPDATE FROM TOWN COMMITTEES AND BOARDS

- **Anita Fenton COA BOARD**
- The COA has become a popular town institution. Many improvements have been done with donations. A new multimedia art show will be available in the dining room. The artwork could also be sold at this event. Partnership with the Elderbus which will provide curb to curb service. The Senior Center has become a popular building for various meetings to be held, but we have a problem with key access to the building and this leads to a problem with who is in the building and the state of the building. In the past there have been occasions where lights are left on, doors are left unlocked, and property has been damaged. How do we solve this? Webpage with the listing of all events? Invited Carol as the liaison to come to a Board meeting to discuss this matter.
- **(CR)** Do you contact Donna when there are problems?
- **Cindy Love** Yes, I do. We have had tables broken, things are left behind, food is taken, plants are taken, debris, pizza boxes left behind. It's our Seniors home and we would hope that the people that use it at night would be respectful.
- **(KH)** How many doors would you want to control?
- **Cindy Love** The side door by ramp.
- **(KH)** Keypad entry instead that can be changed on a regular basis.
- **Cindy Love** The activity room and dining room are the only ones.
- **(KH)** A keypad would be a little bit of maintenance but would help with this problem.
- **Cindy Love** Could we do this with our ADA grant.
- **Anita Fenton** Could a camera be put at the door.
- **(JP)** There are different things we can do that we can talk about outside of this meeting. We can talk about a policy and community calendar, and perhaps a camera as well.

- **Christopher Isperduli** RML Board of Trustees
- We are getting our roof done.
- Pam has secured a grant for a sensory room at the library. We are waiting on some quotes and the building inspector to move forward on that event.
- Our programs are going well for both children and seniors.
- A car accident recently at the library. There were no injuries and the only damage to the property was a bush which stopped the car from hitting the library. So, the bush and the lawn may need some repairs.
- We have a full board and the individuals that are up for reelection are all running again.

## CONSENT ITEMS

- 1. Approve the meeting minutes from the Regular Meeting held on January 22, 2024.
- 2. Appoint Emily Benoit, Jonathan Parsons, Chau Quach as Election Officers for the term of February 13, 2024, through August 15, 2024.
- 3. Request from Donna Couture to use the Training Room at the Public Safety Complex on Wednesday, February 28, 2024, for the Worcester County Collectors Treasurers' Association to meet from 9am to 1pm.
- 4. Vote to increase the mileage rate for 2024 to \$0.67 per mile based on the IRS standard mileage rate, up 1.5 cents from 2023.
- 5. Approve and sign the warrant for the Presidential Primary on Tuesday, March 5, 2024, from 7:00 A.M. to 8:00 P.M.
- **(JP)** Hearing no other comments, all consent items have been approved.

## NEW BUSINESS

### Review timeline for warrant and date for Annual Town Meeting.

- |  |                                     |
|--|-------------------------------------|
| • Open Warrant                             | February 12, 2024                   |
| • Joint meeting with Bay Path and Fin Com  | March 11, 2024                      |
| • CIPC Recommendations to the SB           |                                     |
| • Close the warrant                        |                                     |
| • Warrant to Brian Falk                    | As articles appear and are approved |
| • Joint meeting with WRSD & Fin Com        | March 25, 2024                      |
| • Vote on recommendation for ATM           | April 8, 2024                       |
| • warrant articles with SB, Fin Com & CIPC |                                     |
| • Typing of Warrant                        | Complete by April 10, 2024          |
| • Post Warrant                             | April 12, 2024                      |
| • Warrant to printer                       | April 12, 2024                      |
| • Have printed warrant available           | April 22, 2024                      |
| • and upload to website                    |                                     |
| • Annual Town Meeting                      | May 6, 2024                         |

### Open warrant for the Annual Town Meeting

- **Motion (KH) seconded (CR) approve opening the warrant for the Annual Town Meeting to be held on May 6, 2024. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

### Vote to formally accept and sign the revised deed for Olivia Knoll

- **(JP)** We have a revised deed from Town Counsel on Olivia Knoll
- **Motion (KH) seconded (CR) approve and sign the deed for Olivia Knoll. Unanimous, all in favor. (KH) yes, (CR) yes, (JP) yes.**

**Discuss reserve fund transfer that was requested for payment of an invoice for Roselli & Clark.**

- **(JP)** This is a transfer that had been requested for \$3,500 from the reserve fund to the annual town audit fund. We had an RFP that went out and Roselli came in at a higher rate which was not budget for.
- **(CR)** The request was denied at the Fin Com meeting, and I think we owe them the full amount and we have no money left in the account to pay it and it should go back to Fin Com to fund it.
- **(JP)** There is a balanced due. Asked Mark Love for opinion.
- **Mark Love** This was discussed at our Fin Com meeting and when it was put to vote it was determined to disapprove to take it out of the Reserve Fund. It does not meet the definition of the use of a reserve fund for extraordinary and unforeseen purposes. Also, the Fin Com had a position that when the budget was prepared a year ago the Town Administrator reduced the audit line-item number. There was no reason to go out to bid. Administration was advised that this should not be done. This would push the incumbent to put in a higher bid and this is exactly what happened. Yes, it has to be paid but that is not a criteria to use the reserve funds. You can bring it back, but there are a few votes that you won't get, and we are suggesting that the Select Board figure out something. The audit is in the Select Board budget, and it is your responsibility to control it and you did not and now you are imposing this upon the Fin Com for them to bail you out.
- **(JP)** Yes, it is in our budget, but we are not the Procurement officer for the Town. So, we have to rely on the person that has taken the training to be able to do these things.
- **Mark Love** That person is to oversee the process and the final selection of the audit firm is up to the Select Board.
- **(JP)** This did not come to the Select Board until we received the bids that came in. The decision to go out to bid per the Town Charter is the Procurement Officers responsibility which supersedes any financial management policy. At this point we cannot go backwards and unincur this bill and as much as I understand the Fin Com is upset you should not hold the reserve fund as a punitive measure against somebody who did something that the Finance Committee didn't want them to do.
- **Mark Love** I go back to the issue of extraordinary and unforeseen.
- **(JP)** We have talked about that before and sometime there is a difference in opinion. Unforeseen is something that you would have seen at the time of setting your budget. We were expecting 18,000 at the time of the budget. Maybe there is a learning opportunity here, but we need to get beyond that, and we still have a bill to pay. Not out of the purview of the Reserve Fund. Certainly, we can get additional opinions on that if that is necessary and send it back to Fin Com.
- **Mark Love** I would send it back to the auditors and explain the situation. They technically don't have to be paid until the time of the next audit. I would take this advice to ask them to work with their client. I would volunteer to make that call.
- **(CR)** The service has taken place this year, so we have to pay the bill in this fiscal year.
- **(CB)** Donna did speak with them and explain we needed to go to the reserve fund, and I think they would rather have it in the fiscal year that it was billed for. In my experience the reserve fund has been for unanticipated expenses. So, anything after the Town Meeting is unanticipated. The idea that it is extraordinary, unless that is unique to Paxton, generally is not the way that we look at things.
- **(KH)** What is left in reserve funds?
- **Mark Love** \$33,000 currently with another \$17,000 potentially to be spent on IT, so that would put us down to \$16,000. With other items at the end of the year that could come forward.

- (CB) I think we are going with the \$6,500 and not the \$17,000.
- (JP) At this point Fin Com has chosen not to pay this bill to preserve the reserve fund for later on down the road.
- (CB) The discussion needs to be had with the auditor to confirm that we can pay it by June 30<sup>th</sup>.
- (JP) Yes, another conversation needs to be had with Roselli and Clark.

**OLD BUSINESS**

**Follow up on discussion of Town Signs donated by Gibbs Realty**

- (JP) Gibbs Realty came to us to offer the sponsoring of a Town sign and then on an annual basis we could go out and seek sponsorship for the sign. We initially looked at designing the sign, but I think we are better off going to a sign company with this project and make sure we are still good with Gibbs to move forward with this.

**Correspondence**

- (JP) Letter from Maura Healy for the firefighter safety grant.

**Town Administrator update**

**Departmental Updates**

**COA**

Cindy and I met with representatives of the WRTA regarding plans to make sure the transition to service from SCM Elderbus is as seamless as possible. Information meetings will be held at Paxton Hills on March 19<sup>th</sup> at 10:30 am and at the Senior Center on March 20<sup>th</sup> at 10:30 am. We hope to be able to tape the Senior Center presentation for showing on the Cable channel. The Town received a \$25,733 Municipal ADA Improvement Grant to remove barriers and improve access to the White Building.

**DPW**

The DPW Building Committee met on February 5<sup>th</sup> to discuss the potential impact on taxes if the Town decided to move forward with a Debt Exclusion to replace the DPW building. Weston & Sampson has some upcoming bids for similar projects so we may get a better idea of current construction costs, but right now the estimate for the building is \$25,000,000. The annual cost for the average single-family dwelling would be:

<b>Amount Borrowed</b>	<b>\$25,000,000</b>	
<b>Average Home Value</b>	<b>\$459,020</b>	
	<b>20 Yrs. @ 4.5%</b>	<b>USDA 40 Yrs. @ 4.0%</b>

<b>Cost Per Year (Level Debt )</b>	<b>\$1,129.19</b>	<b>739.02</b>
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<b>First Year Cost (Level Principal)</b>	<b>\$1,395.42</b>	<b>954.76</b>
<b>Last Year Cost (Level Principal)</b>	<b>\$766.56</b>	<b>674.76</b>

In December the Town received a \$200,000 Earmark Grant from the State’s ARPA funds for designing and construction a new septic system and adding two new restrooms and temporary office space at the DPW facility.

DCR’s approval letter for the proposed new building made it clear that no new work would be allowed in the present location of the buildings, but that a location closer to Holden Road could be used. We have asked Weston & Sampson to review the estimate that was used for the \$200,000 grant to see what the cost of designing installing the septic system in a location that could serve a future new DPW Building would be, and to get a current estimate on the cost of modular restrooms and sufficient office space to improve DPW operations as a stop-gap measure until a new facility could be built.

**IT Services**

Julia, Donna, Shawn, and I met with Adam Suzor and Casey Chisholm of Suzor IT to discuss some concerns we have had about the work they have been doing, and to get a better idea for the IT needs Paxton is facing:

- Adam Suzor provided the following information on our most pressing needs:
  1. Enforce MFA from a Town Policy perspective.
  2. Upgrade Internet to fiber & migrate to Azure and Office 365.
  3. Replace the infrastructure with an enterprise- grade solution (Cisco, HP, Fortinet, etc.)

A plan to achieve this with scope of work examples will be presented soon.

**Building**

In December, the Building Department had 24 permits pulled, which is the same as last month.

Permit	September	October	November	December	January
Building	16	13	6	5	12
Electrical	9	5	6	4	4
Gas	3	2	4	8	4
Plumbing	2	4	6	5	2
Sheet Metal	0	1	0	1	0
Wood Stove	1	1	2	1	2
<b>TOTAL</b>	<b>31</b>	<b>26</b>	<b>24</b>	<b>24</b>	<b>24</b>

**ADJOURN**

- **Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 8:06pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.**
- **Returned to Regular Session at 10:30pm**
- **Adjourned Meeting at 10:30pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes**
- **The next meeting is scheduled for February 26, 2024, 7:00pm.**

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

- Agenda
- Attendance list
- Town Administrators update

Respectfully submitted,

Donna Graf-Parsons, Executive Assistant



# TOWN OF PAXTON

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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

February 27, 2024

Laurie Becker  
Town Clerk  
697 Pleasant St  
Paxton, MA 01612

Dear Laurie,

At a Select Board meeting held on February 26, 2024, the Board approved to put the Bay Path Regional Vocational Technical High School Committee position and the Richards Memorial Library Board of Trustees position on the ballot for the next election to fill the current vacancies in accordance to MGL Chp. 41, Sec 10.

**No election shall be held for any office pursuant to this section unless the selectmen file with the town clerk notice of an election for such office not less than fifteen days before the last day to submit nomination papers to the registrars of voters for certification, before the election or any preceding primary, caucus, or preliminary election.**

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Julia Pingitore, Chair

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Kirk Huehls, Vice Chair

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Carol L. Riches, Clerk



# 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 Ln, Paxton MA 01612

### Individual Applicant Information

Individual's Name: Rebecca Lindley  
<sup>WORK</sup> Home Address: 50 Sunset Ln Paxton, MA 01612  
Telephone: 508-849-3312  
E-Mail Address: Lindley@annamaria.edu

### Event Information

Date of Event: 4/19/24  
Start Time: 8pm End Time: 12 AM  
Location of Event: Foller Gymnasium - Anna Maria College Campus  
Purpose of Event: Spring week college student dance  
Will there be music or entertainment? Yes  No   
Is the event being catered? Yes  No   
Name of Caterer: Podexo Food Service Company  
Approximate number of People Attending  
Adults: 100 Children: \_\_\_\_\_

### 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? Martignetti / Atlas Distributors

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? Sokey's Bartender

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 checked="" 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 checked="" type="checkbox"/>	<input 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 town's property, approval from the Select Board 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: James A. Egan Michael D. Meier

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

# **PAXTON COUNCIL ON AGING BYLAW**

## **ARTICLE 1 - ESTABLISHMENT OF COUNCIL ON AGING AND BOARD**

There shall be a Council on Aging (COA) of the Town of Paxton and a COA Board as established by vote of the Annual Town Meeting of May 5, 1975 in Accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 8B.

## **ARTICLE II - PURPOSE**

The purposes of the COA Board are to:

- Section 1 Evaluate, promote, and encourage services and programs for the senior population, 60 years of age and older, who live in Paxton, Massachusetts.
- Section 2 Educate the community on the mission and purpose of the COA and encourage their support and participation.
- Section 3 Work with the COA Director to implement existing and new programs for seniors.

## **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. They shall be appointed by the Paxton Select Board for a term of three years. Reappointment for an additional three years may be requested by a current COA Board Member.
- Section 2 The COA Board may recommend to the Select Board candidates to fill vacancies on the COA Board, including a vacancy due to the resignation of a Board member.
- Section 3 Associate members are 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 the 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 occur once a month and are subject to the Massachusetts Open Meeting Laws.
- Section 2 Special meetings of the COA Board may be called at any time by the COA Board Chair. The clerk shall notify all members of such a meeting. Special meetings are subject to the Massachusetts Open Meeting Laws.
- Section 3 At all meetings of the COA Board, the presence of five Board members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.
- Section 4 The COA Board Chair may call an Executive Session, open to only the COA Board and additional parties selected by the Board, to discuss confidential matters in accordance with the Massachusetts Open Meeting Laws. It may take place before, in the middle, or at the end of a regular Board meeting.

## **ARTICLE VII - ATTENDANCE AND RESIGNATION**

- Section 1 Regular attendance is expected of all COA Board 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 a member wishes to resign from the COA Board, they shall notify the COA Board and the Town Clerk in writing. The COA Board shall notify the Select Board of such resignation and recommend a replacement.

## **ARTICLE VIII – OFFICERS**

- Section 1 Election and Term of Office
- a. The officers of the COA Board shall consist of a Chair, 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 preside over all meetings of the COA Board.
- b. During the absence of the Chair, the Vice Chair or Clerk will, in that order, exercise the function of the Chair.
- c. In consultation with the COA Director, the Chair shall prepare an agenda for each monthly meeting.
- d. The Chair or appointee shall post the agenda with the Town Clerk as required by Massachusetts General Laws.

Section 3 Vice Chair

The Vice Chair shall assist the Chair in their duties and shall perform the duties of the Chair in their absence.

Section 4 Clerk

- a. The Clerk shall 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 COA Director reports to the Paxton Town Administrator.
- b. The COA Board is an advisory board to the COA Director. As such, the Board and its individual members shall refrain from interfering in the day-to-day operation of the COA.
- c. The Director is responsible for operating the COA and its programs and services for the seniors in the Town of Paxton.
- d. The Director recommends individuals for staff positions and coordinates volunteers.
- 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 this bylaw.
- g. The Director shall submit to the COA Board at monthly meetings a report of its finances.

**ARTICLE X – AMENDMENTS**

The COA Board may propose amendments to this Bylaw to the Select Board for possible inclusion on a Town warrant.