



Town of Paxton  
Board of Selectmen  
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## Regular Meeting Minutes

Monday, November 28, 2022

Meeting Location: John Bauer Senior Center 17 West 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 6:36pm.

### CONSENT ITEMS

- 1. Accept the resignation of Leonard Anderson from the Conservation Commission.
- 2. Approve the meeting minutes for the Select Board Meeting held on October 24, 2022.
- (JP) Any discussion on the consent items. Hearing no items 1 & 2 are approved.

### OLD BUSINESS

#### Select Board Goals

- (JP) Any changes
- (CR) Section #1 item #1 should read to “be” responsive to all requests.
- (JP) Put this on the next agenda so member Pingitore can do some updates to her specific goals.

#### Economic Development Committee

- (JP) 7 voting and 2 non-voting members consisting of 4 business members, 2 residents, 1 PB member, 1 Finance Committee member and the Town Administrator.
- **Motion (KH) seconded (CR) to appoint Darlene Walsh, Mike Roberts. Caitlyn Cournoyer, Lisa Davenock, Savvas Kosmidis. Alexia Kodra and Robert Pelczarski as voting members and Steve Rebesco and Heather Munroe as nonvoting member to the Economic Development Committee for a term ending on June 30, 2023. Unanimous, all in favor.**

### NEW BUSINESS

#### Renewal of Land Lease agreement for Paxton Light Department

- (JP) The Paxton Light Department has had a lease on the land at 200 Marshall Street for the past 25 years and this lease comes to an end on Thursday and we need to vote to renew it.
- **Motion (KH) seconded (CR) to approve the renewal of the land lease at 200 Marshall Street for the Paxton Light Department. Unanimous, all in favor.**

Update on Olivia Knoll - Pass over at this time.

### Bids for Roof Repair

- (HM) Recreation was looking for quotes for two of their buildings and we put the records building with it. Recreation passed over the bids for their two buildings because they were higher than their initial estimates. Also received a good reference on the company that provided the sole bid. There was some talk about a potential donation to cover the cost of the project for the records building as well.
- **Motion (KH) seconded (CR) to accept the bid from DMR Roofing to repair the roof on the records building. Unanimous, all in favor.**

### Trash Liens

- (JP) approve list as provided.
- **Motion (KH) seconded (CR) to approve the placement of liens for trash on the provided list of residents. Unanimous, all in favor.**

### Policies

- **Purchase Card**
- (HM) This is an update with the electronic system to give the users more ability to process their transactions. They can sign off on transactions and it minimizes the paperwork that comes up to the Town Accountant. Changes are noted in red
- **Motion (KH) seconded (CR) to approve the updated Purchase Card policy. Unanimous, all in favor.**

### Covid Policy

- (JP) I took the policy and made it more relevant with what is currently going on with covid today.
- **Motion (KH) seconded (CR) to approve the update COVID policy. Unanimous, all in favor.**

### Disposition of Surplus Equipment Policy

- (HM) This policy is to help spell things out and to outline what it supposed to happen when the funds come back into the Town from the sale of surplus equipment. Read section 8 of the policy aloud. "To encourage departments to regularly evaluate their equipment and inventory, and release and dispose of items with no further use, funds received from surplus materials should be "earmarked" for that department's use after certification of free cash in the next fiscal year. Every attempt shall be made by the Select Board and Town Administrator, to see that those funds are appropriated from Free Cash at Town Meeting to that department's benefit". One thing that is missing is a provision that ultimately the Select Board should approve at the end of the day to make sure we are compliant with the bylaw.
- (JP) Any direction as to how the department needs to use the funds. Concerned that it will come in and be used towards their budget.
- (CR) It would be worded on the town warrant, so you don't have to worry about that.
- **Motion (KH) seconded (CR) to approve the Disposition of Surplus Equipment Policy with the amendments that Heather has put forward. Unanimous, all in favor.**

### Training Room Meeting Use Policy

- (HM) I've been working with the Fire and Police Chiefs to put this policy together. In January we are looking to start with the Select Board meetings then potentially grow with

other boards and committees. Set up will be consistent so that we don't interfere with the everyday running of the fire and police departments. This will be specifically for official town boards and committees.

- **Motion (KH) seconded (CR) to approve the Training Room Meeting Use Policy.**  
**Unanimous, all in favor.**

### **Joint meeting with the Finance Committee**

- **Review of FY22**
- **(HM) Power Point presentation**
  - Revenues
  - Under 99% estimated revenue
  - Over 110% estimated revenue
  - Expenses
  - Under budget by more than 10k
  - Employee benefits
  - Waste collection
  - Highway department
  - Cemetery
  - Snow and ice
  - Central purchasing
  - Reserve fund
  - Police department
  - COA
  - Expense under budget 1k and 10k
  - FY22 take aways
- **FY 23 currently**
  - Revenues
  - Expenses over 25%
  - Notes on FY3 budget
- **5-year financial forecast**
  - Revenues
  - Tax levy
  - State aid cherry sheet
  - Local receipts revenue
  - Additional revenues
  - Expenses
  - Recommended changes to departments
  - Reference sheet
- Budget Guidelines for FY24
- FY24 forecast
- Forecast numbers
- Summary
- FY24 budget structure potentials
- **Richard Fenton, Fin Com Chair, These numbers are close guesses at this time. The Finance Committee will have a meeting in two weeks and then we can look at it objectively and determine where we are.**

- **(JP)** It's nice to see where we are going with a five year projection. On the Select Board side we would like to participate in the letter that goes out to the departments with the budgets. Should be signed by both committees.
- **Richard Fenton** Next week I will distribute the usual budget sheet with a January 13<sup>th</sup> cutoff date for return.
- **(JP)** Will you make any recommendation to the departments before they pass in their budgets.
- **Richard Fenton** We stated to please try and level fund their budgets. We have run it that way for years. I might mention that last year the regional school came in low and we still needed to ask for budgets to be cut.

**Finance Committee adjourned their meeting at this time**

**PUBLIC COMMENT**

- **Neil Bagdis**, resident, I would like to be appointed to the open position on the Capital Improvement Committee.
- **(JP)** Once we receive your written request, we will place it on an upcoming agenda.
- **(CR)** We should do that as soon as possible because they will start meeting soon.

**TOWN ADMINISTRATOR'S REPORT**

- **(HM)** Recreation will be holding the annual tree lighting on the common on December 3<sup>rd</sup>.
- **(HM)** MIIA risk grant. Part one is for cyber security testing. They send out automatic generated spam emails to employees to see how they handle them. The grant also covers 50% of the equipment that the DPW had requested. The other grants have not been publicly announced yet.
- **(HM)** Olivia Knoll streetlights need to be in compliance. The Planning Board meet two weeks ago and sent the owner a letter asking that they be consistent with the other lights in town.
- **Neil Bagdis**, Planning Board Chair, There are five residents on that street that may request an additional light. The Planning Board wants standardization with the lights that are installed. The State Department of Environmental Protection has the permit for the closure of the land fill. There were some requirements that they need to ensure are taken care of first. Once their requirements are meet, we can follow suit.

**ADJOURN**

- **Adjourned Meeting at 8:02pm, Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for December 5, 2022, 7:00pm.

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

Budget Presentation

Agenda

Attendance list

Town Administrators update

Meeting minutes

Respectfully submitted,

Donna Graf-Parsons

Executive Assistant