



Town of Paxton
Board of Selectmen
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Regular Meeting Minutes

Monday, October 24, 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 7:00pm.

CONSENT ITEMS

- 1. Appoint Jason Lambert to the Conservation Commission with the term ending June 30, 2023.
- 2. Approve the meeting minutes for the Select Board Meeting held on October 11, 2022.
- **(JP)** Move meeting minutes into old business. Any discussion over item 1? Hearing none approve consent item 1.

OLD BUSINESS

Meeting Minutes

- **(JP)** Update meeting minutes to reflect statement by Jeremy Richards.
- **Motion (KH) seconded (CR) to approve the meeting minutes from October 11, 2022, with the added statement as noted. Unanimous, all in favor**

Select Board Goals

- **Section 1**
 1. **(CR)** Just so we do not miss items.
 2. **(JP)** All set as written.
 3. **(JP)** All set as written.
 4. **(JP)** Change to quarterly rather than monthly.
 5. **(JP)** All set as written.
 6. **(JP)** All set as written.
 7. **(JP)** All set as written.
 8. **(JP)** I like having Capital review requests with us, so we can get their thought process.
Change funding method to reflect that it is the Select Board's decision on what the funding methods should be.
- **Section 2**

1. **(JP)** We may need to look at the timeline on this.
(KH) This is where we could also look at a five member board.
(JP) I agree that we need to appointment a Commission for this.
(CR) I think a little more time would allow us to meet this goal.
(JP) Lets have an interim report rather than final report due by December 2023.

- **Section 3**

1. **(JP)** Review and make sure we have included all the Boards and Committees.
(KH) Could we also put the department heads on this rotation as well?
2. **(JP)** We have already done this one with the Liaison Policy, so we have accomplished one goal already.
3. **(JP)** I would like to word this differently. We already have a process.
(CR) Looking for more of a timeline to follow for the Town Administrator, Finance and Select Board.
(JP) I would like it so that everyone knows what to expect.
(CR) The department heads always meet with the Town Administrator first and that is the way it should continue. We just need to formalize it more.
(JP) Change this wording to formalize the budget program.
4. **(CR)** It should be review not redefine the zoning bylaws.
(KH) The building codes have been updated as well and we need to get caught up with those.
5. **(JP)** We have places to put the routine daily things but we need another plan for the event of an emergency.
6. **(JP)** Provide a list of goals for the Town Administrator to Donna by November 15th.
7. **(JP)** I like surveys. They are a good way to get opinions for something that could go to Town Meeting. There are free electronic surveys and also mailed surveys but you would incur an expense for that.

- **Section 4**

1. **(CR)** Not sure that this is a Select Board goal.
2. **(JP)** Setting fees for licenses is our purview but should start as the Town Administrators goal and then come to us.
3. **(CR)** We should look at surrounding communities to make sure we are not the highest.
4. **(KH)** The Zoning Board of Appeals has not looked at their fees for a while.
5. **(JP)** This should start at the Town Administrators level and then comes to us with some guidance.

Economic Development Committee

- **(CR)** We should ask the Planning Board if they want a seated member or if they are all set with Sheryl Lombardi filling that position.
- **(JP)** We can ask both the Finance Committee and the Planning Board if any members wish to sit on the committee and then we can appoint everyone at the same time.

TOWN ADMINISTRATOR'S REPORT

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

See the Town's Website for openings.

COMMUNITY HAPPENINGS

Paxton Lion's Halloween Party

The Lion's Club will be holding their annual Halloween Party at the Wentworth Field (behind Paxton Center School) on Monday, October 31st from 6:30 pm to 8:00 PM. (no cost)

Trunk or Treat

Paxton Center School will be holding their annual Trunk or Treat at the Paxton Center School on Sunday, October 23rd from 5pm to 7pm. (\$12 per trick or treat- registration required [here](#)).

DEPARTMENTAL UPDATES

Animal Control Officer

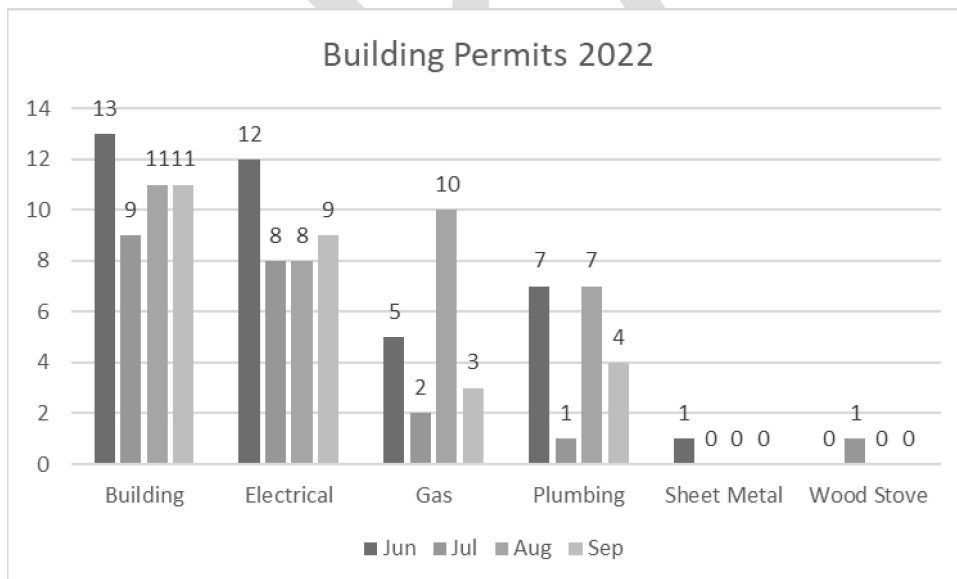
We met with the ACO, Jenn Ford, last week- we are excited to have her working for us through Rutland. Everyone was introduced and how to move forward with dog licenses and fines was discussed.

Assessor's Office

Kateri is currently working on new growth figures for FY23. We have penciled into our calendar for a tax classification hearing on November 28th and Kateri will work closely with the Town Accountant and Treasurer to have everything in order to do so. In September, Kateri met with the veterans at the COA and will return to the COA for a visits in November.

Building

We had twenty-seven building permits pulled in September, down from 36 in August. Most building permits we are seeing are for roof work.



COA

The COA held their annual Health Fair in September with a record turnout of more than one hundred attendees, with seventy flu shots received. They are stocking up on food pantry items and preparing for the winter.

DPW

The DPW has been busy and has a lot of different projects they are working on:

- The Cemeteries are receiving their last mowing's/fertilizations for the calendar year this month.
- The Lion's Club did some minor work and painted the Wentworth snack shack.
- The meter upgrade for the Water Department is still underway. A few larger use water meters have been changed out. Review has shown an increase in unaccounted for water use.
- The DPW will be working on reclaiming Glen Allen and Orchard Drive. The crew are finishing roadside mowing and expect the regional bucket truck this fall to trees.

Land Use

Anna Maria College has placed this site plan/special permit application on hold. The latest subdivision project, Olivia Knoll, is moving forward with the Planning Board, currently waiting on DEP updates on the parcel of land owned by the contractors that was a capped landfill. The hope is to have everything ready to go for possible acceptance of the road by the Town at ATM.

Recreation

Programs are still running. Basketball will be starting up soon. Family Night Bingo will be held at the school on November 18th. Saturday, December 3rd is scheduled for Holiday Town Vehicle Makeover.

Town Accountant

Our Free Cash from FY22 has been submitted and was certified at \$564k.

Town Clerk

The Town Clerk is in full election mode. Early voting started Saturday, October 22nd. The new twist to this year's elections is the ability for residents to request, through our Town Clerk Laurie, accessible voting at home. For anyone who is voting by mail, ballots should be dropped in the drop box at Town Hall or mailed back as soon as possible.

FINANCES

Grants

Active/Status Update:

Community Compact Grant "HR Procedures" – Turnover in staff at Collin's Center. Working with them to finish up the project. In Progress

Early Education & Care – The Recreation Department has received a grant for \$3,250 a month towards the Before/After School Program starting in October. (9/2022)- In Progress

MIA Wellness Grant – Partially Complete.

Office of Grants & Research – The Police Department received a grant with funding from the National Highway & Traffic Safety Administration in the amount of \$19,921 (9.2022) – In Progress.

Shared Streets Grant- In Progress.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, in progress.

Applied for:

ADA Grant – Applied for COA building automatic door opener and other miscellaneous safety enhancements for the total amount of \$25,461.61 in September.

Ambulance Certified Public Expenditure Program – FD applied for reimbursement for Medicaid/Mass Health ambulance billings for the prior Fiscal Year 2022, with the amount requested at \$62,566.

Assistance to Firefighters Grant- FD applied in January 2021 for \$450,000 for a Water Tanker. Funding to awarded through November, no word yet.

Community Compact (IT) Grant – Requested funds to support conversion to records management system, including scanning and electronically filing many of the Town’s files to relieve storage burden and make files more user friendly and searchable in September in the amount of approximately \$110,000.

DFS Firefighter Safety Grant – FD applied for \$15,500 for turnout gear in October.

GAP II Grant – The DPW applied for the GAP III grant for funding for the Water Department’s Pump stations for energy efficiencies, in the amount of \$50,000 in August.

MIIA Risk Management Grant – Applied for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$9,237.50 in September.

SAFE Grant – FD applied for a grant in the amount of \$5,400 for safety education.

Wachusett Reservoir Watershed Salt Reduction Grant – In October, DPW applied for a 50/50 matching grant for a polar flex system, that if awarded would reduce the cost of the item, which is originally \$6,700, in half.

Procurement:

Pending:

Roofs – We will be working on the work for the roofs (rec buildings and records building) next. Request for quotes have been issued, due date is 11/9 at 12 noon.

Security Cameras (Paxton Center School) – I am waiting on further information from the school to proceed.

To do:

- ✓ **Cable Access Software**
- ✓ **Records Building – Fence**
- ✓ **Town Common area drainage (WRAP funding)**
- ✓ **Trash Collection**
- ✓ **Tivnan Field Lights (materials only)**

MEETING UPDATES

PROJECTS

Updates

Complete Streets Prioritization Plan -Our Prioritization Plan has been accepted by the State. The approved plan can be viewed [here](#).

Town Building Phone Upgrade – This is still a work in progress, which we hope to resolve by the Calendar end.

Projects in the Works (Updates to come at future meetings)

5-Year Budget Forecast – We will be working on this at our financial management team meeting in October.

NEW BUSINESS

COVID19 updated policy

- **(JP)** Provided a redline version of the policy which she has updated. Essentially a lot of parameters have been taken out and made it mostly common sense. If ill test yourself. Follow masking guidance. I will have Heather look at it and at the next meeting we can vote to put it in the with the Town policies and procedures.
- **(JP)** There has been an increase in respiratory viruses in kids but that is not much of surprise because kids are around each other much more now. COVID hospitalization are going up. They have doubled in the last couple of weeks but still not any reason for concern. Paxton has the lowest incident of COVID in the five Wachusett communities.

ADJOURN

- **Adjourned Meeting at 7:58pm, Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for November 14, 2022, 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