



TOWN OF PAXTON

SELECT BOARD MEETING
Monday, September 11, 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.	OPEN MEETING - Executive Session to follow regular meeting agenda items
2.	CONSENT ITEMS
7:00PM	<ol style="list-style-type: none"> 1. Approve the meeting minutes from the Regular Meeting held on August 22, 2023 2. Accept the resignation from Robert Wilby for Paxton Days Committee and DPW Building Committee 3. Accept the resignation of James Robert as the Local Superintendent of Insect Pest Control 4. Accept Cable & Communication Committee's recommendation to accept the RFP for FY24-08 Cable Equipment from TELVUE and award a contract to TELVUE in the amount not to exceed \$103,000 5. Award a three-year contract to OpenGov for the Town's permitting software from July 1 2023- June 30, 2026, as a sole source provider. 6. Appoint Jeff Wentzell to the Zoning Board of Appeals for a two-year term. 7. Approve the request from Anna Maria College (AMC) for a 5k road race to be held on Saturday, September 16th from 8am to 10am. 8. Provide official notice to the Town Clerk to place the vacancies for Bay Path School Committee and the Library Board of Trustees on the ballot for the next annual Town election.
3.	UPDATE FROM TOWN COMMITTEES/BOARDS /DEPARTMENTS
7:05PM	<p>Kateri Clute –Assessor's quarterly update</p> <ol style="list-style-type: none"> 1. Mark Love - Finance Committee quarterly update 2. Mark Love - Capital Improvement Planning Committee quarterly update 3. Travis Thibault – Water Department Update and Notice on cleaning of Water Tank 4. Travis Thibault – Water Department Update and Notice on cleaning of Water Tank
4.	NEW BUSINESS
7:45 PM	<ol style="list-style-type: none"> 1. Review application(s) submitted and make an appointment to the Bay Path School Committee. 2. Appoint Kirk Huehls as the Local Superintendent of Insect Pest Control.

	3. Plan and Coverage for Town Administrator's upcoming expected Parental Leave
5.	OLD BUSINESS
8:00 PM	FY25 Budget direction and review of FY25 Budget Calendar
6.	SELECTBOARD CORRESPONDENCE
7.	TOWN ADMINISTRATOR'S REPORT
7.	PUBLIC COMMENT
8.	EXECUTIVE SESSION(S)
8:45 PM	1. To conduct strategy sessions in preparation for negotiations with nonunion personnel. MGL Chapter 30A, Sec. 21 (2). Police Lieutenant
	2. To discuss strategy with respect to collective bargaining [...] if an open meeting may have a detrimental effect on the bargaining [...] position of the public body and the chair so declares. MGL Chapter 30A, Sec. 21 (3). DPW Union
	3. To discuss strategy with respect to collective bargaining [...] if an open meeting may have a detrimental effect on the bargaining [...] position of the public body and the chair so declares. MGL Chapter 30A, Sec. 21 (3). DPW Union



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

Tuesday, August 22, 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 7:04pm.

JP recognized moment of silence for Robert Wilb

PRESENTATION FOR BLACK HILL ROAD CLOSURE

- **Travis Thibault** Working with CHA through a grant the town was awarded we were able to do some engineering for the Black Hill Road bridge. The most recent bridge inspection report shows a void behind this wall. Mass DOT has recommended that we temporarily close the bridge. In speaking with CHA, they also recommend we temporarily close this bridge. The recommendation is that we cannot rehabilitate the bridge but that we need to replace it. The cost has increased substantially since we first started looking at this project.
- **(KH)** There has been a lot of movement. I went down to examine the wall.
- **Travis Thibault** - It is at the point where it is a hazard. There are some areas where large stones have started falling out. The bridge was last rehabilitated in 1929. Moore State Park is also concerned about the dam in this area as well. It has gotten a little worse over the summer with all the rain we have had. The initial grant was a one-year grant for the consultant to get some work done. Unfortunately, through covid we have had some extensions.
- **(JP)** Are there any other hazards if that bridge fails?
- **Travis Thibault** There are several hiking trails that head right to where the wall is that is failing. It's a heavily trafficked area. If we take bridge out of service for vehicles, then we should fence it off for pedestrian walking as well.
- **(JP)** Would there be any conservation impact?
- **Travis Thibault** If the bridge falls in then it will plug up the river way and cause flooding. If the dam lets go it could wash out some of route 31.
- **(KH)** What is the plan for closure?

- **Travis Thibault** Close temporarily per the MASS DOT recommendation. Set up jersey barriers and remove the one-way signs and remove the do not enter sign to allow access to visitors.
- **Alexander Leith** 8 Black Hill Rd resident. We just moved in 3 years ago. I appreciate the temporary closure. My concern is whether or not it is going to become a permanent closure.
- **Travis Thibault** We have a few options. #1 is to rebuild the bridge at a cost of about \$2 million. # 2. Bring in a temporary bridge if we reach out to MASS DOT which would be a cost anywhere from \$200,000 to \$400,000 #3. permanently close the bridge, remove the bridge slope, and install a foot bridge. This would be a timelier process and would take several yar to complete.
- **(HM)** With funding the caps are at \$500,000 a year so we would have to look at other funding. Make sure the residents understand that temporary could be two to three years.
- **Travis Thibault** We would have to look at possibly putting a turnaround in and we have also looked at how the emergency response time would be affected, and it is about an additional 35 seconds for emergency response.
- **Tonya Carpenter** 6 Black Hill Rd resident. In the past several years we have had a tremendous amount of ice that builds up at the end of my property. If the other end is closed down, will we continue to get the services from DPW for the ice buildup.
- **Travis Thibault** We are not going to change the way that we service any of the roadways over there. In the winter we are going to have to drive onto that road and then back out onto Route 31, which is not an ideal situation. That does present a dangerous situation.
- **(KH) motion (CR) second to temporarily close the bridge to vehicle traffic only per MASS DOT and CHA recommendations. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

CONSENT ITEMS

- 1. Approve the meeting minutes from the Special Meeting held on August 10, 2023
- 2. Accept the resignation of Catherine Frasco from the AMC scholarship committee
- 3. Accept the resignation of Donna Odorski-MacLean from the Local Historic District Comm.
- 4. Approve the request of the Paxton Garden Club to use the Town Common for a plant sale on June 1, 2024, from 6am to 12pm
- 5. 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 September 2, 2023, from 10am to 7pm
- 6. 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 September 16, 2023, from 11am to 8pm
- 7. One day liquor license request from Anna Maria College for an Alumni event held on the lawn at Saint Anne's on September 16, 2023, from 12:30pm to 2:00pm
- 8. One day liquor license request from Seven Saws Brewing for a beer garden during an Anna Maria College football game. to be held on September 30, 2023, from 1pm to 6pm
- 9. Memorandum of Understanding with the City of Worcester for a sewer agreement with the properties located at 1 Woodland Drive and 9 Alrene Drive in Paxton
- 10. Surplus Disposition Request from the Recreation Department for their John Deere 2653A.
- 11. Surplus Disposition Request from the Fire Department for their 2007 Chevy Tahoe.
- 12. Surplus Disposition Request from the Water Department for their 2009 Ford E-350 van.

- 13.Surplus Disposition Request from the DPW Department for their 1996 International.
- (JP) I am going to move item #9 into new business.
- (JP) Hearing no other comments, all consent items with the exception of #9 have been approved.

UPDATE FROM TOWN COMMITTEES/BOARDS/DEPARTMENTS

- **Lieutenant Bibeau** Presented Jonathan Sturgis and Anthony Vega for appointment to the Paxton Police Department.
- **Anita Fenton Quarterly update for the Council on Aging**
Highlighted services that the COA provides. Including but not limited to caregivers, transportation, food pantry, wellness visits, weekly meals, health fair, diverse programs, socialization, Medicare informational programs, monthly newsletter, art galley in the dining room and much more.
- **Christopher Isperduli Quarterly update for the Library Board of Trustees**
Our next meeting is scheduled for September 12th. Rachel Stone has just come on as our most recent member. The library is having some issues with the roof that is over the area of the staff bathroom. We are also experiencing some issues with the gutters as well. Our Library Director and the Town Administrator have been working on bids for these projects. Currently repairing the roof is our priority.

NEW BUSINESS

Memorandum of Agreement with the City of Worcester

- (HM) The city of Worcester has agreed to update the Memorandum of Agreement between the City of Worcester, through its Department of Public Works & Parks and the Town of Paxton to memorialize the provision of Worcester Sanitary Sewer Service to the residential property located at 1 Woodland Drive in the town of Paxton. This would streamline things by removing Paxton from the process.
- (JP) Make sure we correct it to say Woodland Drive versus Avenue.
- **(KH) motion (CR) second to move forward and authorize the Town Administrator to sign the corrected Memorandum of Agreement. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Review and appoint a new member to the Council on Aging

- **Anita Fenton** I would like to support the appointment request from Martha Akstin. Without her efforts we would not have senior housing in Paxton. She persevered and got this project pushed through. She has attended our meetings over the past year as an Associate member and the Board has voted for her unanimously to have her become a full member.
- (CR) If we vote for Martha to step up could Mr. Goldberg move in as an Associate member?
- **Cindy Love** Absolutely, we can take as many Associate members as we want.
- **(CR) motion (KH) second to move appoint Martha Akstin to the Council on Aging as a Full member and ask Gary Goldberg to step in as an Associate member. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Review and appoint a new member to the AMC Scholarship Committee

- (JP) Read letter of support for Hillary Warner to be appointed to the AMC Scholarship Committee.

- **Hillary Warner** I would be happy to help in any way that I can.
- **(KH) motion (CR) second to appoint Hillary Warner to the AMC Scholarship Committee. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Appoint to the Zoning Board of Appeals

- **(HM)** Allison Langhill would be happy to come onto the ZBA.
- **(KH) motion (CR) second to appoint Allison Langhill to the Zoning Board of Appeals. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

Request from the Paxton Garden Club for a one-time use of the Public Safety Complex training room for September 7, 2023.

- **Robin Tasca** This is a fall planting program. Roger McGaughy will do a slide presentation and then he will take us outside to give us some tips and tricks for fall planting. Cable will record this event as well so it can be viewed later on.
- **(JP)** We do have the approval of both the Fire and Police Chiefs.
- **(KH) motion (CR) second to approve a onetime use of the training room at the Public Safety Complex for the Paxton Garden Club on September 7, 2023. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**

5-Year Budget Forecast and FY23 Financial review

- **(HM)** Full slide presentation available on the Towns 'website and Select Board office.
- **Highlights**
 - Revenues
 - Under 99% estimated revenue
 - Over 110% estimated revenue
 - Expenses
 - Under budget by more than 10,000
 - Employee benefits
 - Waste collection
 - Highway department
 - Cemetery
 - Reserve fund
 - Police department
 - Expenses under budget less than 10,000
 - FY 23 budget takeaways
 - FY 24 budget update
 - Financial trends
 - Local aid
 - 5-year financial forecast
 - Revenues
 - Tax levy
 - State aid – cherry sheet
 - Local receipts revenue
 - Additional revenues
 - Expenses
 - Debt service – non excluded debt

Summary

- FY25 budget next steps/decisions to be made. Address this at the next Select Board meeting.

OLD BUSINESS

DPW Building Committee

- **(HM)** – Weston and Sampson and the DCR responded back to some additional questions that we had. We are looking to install a septic system along with two bathrooms and update the office space. Also looking to install a more formal gate at the end of the entrance and possibly bring in some above ground storage for gas and diesel. I have put together a draft charge for the Committee. The Select Board needs to answer the question of where you want to place the building. Also, need to put together an outline of committee members.
- **(JP)** It is important to be specific when we layout a committee. We do need to get buy in from the community to be able to do this. I think 107 Holden Road is really our only option as far as a location for the building.
- **(KH)** Yes, we did look but did not find any other feasible location.
- **(KH) motion (CR) second to adopt this charge for the DPW Building Committee. Unanimous. All in favor. (KH) yes, (CR) yes, (JP) yes.**
- **(CR)** Please do a posting for these positions.
- **(HM)** We have \$200,000 for the DPW Building.

TOWN ADMINISTRATORS REPORT

BOARD/COMMITTEE OPENINGS

- **Bay Path Regional Vocational Technical High School** – The Committee consists of twenty elected members, two from each of the 10 Town's. The vacancy is an elected position, that once appointed by the Select Board, the person will serve until the next Annual Town Election (May 2024) in which they will be required to run for election to maintain the seat. There is currently one vacancy. Please see the Town's website for more information.
- **Board of Appeals** – There are two vacant associate positions available for the Board of Appeals. 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 are currently four resident vacancies. 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 27th from 10 am to 1 pm at the Council on Aging, 17 West Street. For more information, check out the COA's newsletter.

DEPARTMENTAL UPDATES

- **Building Department**

The Building Department has had a recent increase in permits over the last few months. We finished Fiscal Year 2023 with a total of three hundred permits, down fifty-four

permits from Fiscal Year 2022, which resulted in the difference of only three less building permits in FY23 than in FY22.

FY24 is off to a good start in building permits. July reached thirty-three permits, where in the past two fiscal years (22 & 23) we had only twenty-two permits each year, of those permits sixteen constitute building permits, compared to the prior FY's there were only nine! Of the sixteen permits, there were three commercial permits – AMC baseball field, PCS Kitchen Hood, and First Congregational Church lift & shaft. Of the remaining thirteen permits, they included: bathroom (3), deck, HVAC, Siding, doors, in-ground swimming pool, roof (3), addition, and replacement ceiling.

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														TOTAL
Permit	Jul	Aug	Sep	Oct	Nov	Dec	Jan-23	Feb-23	Mar-23	Apr-23	May-23	June		
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	1	0	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														TOTAL
Permit	July	August	September	October	November	December	January	February	March	April	May	June		
Building	16													16
Electrical	9													9
Gas	1													1
Plumbing	5													5
Sheet Metal	0													0
Wood Stove	2													2
TOTAL	33	0	0	0	0	0	0	0	0	0	0	0	0	33

- **DPW**

We are currently working on our second round of posting for the temporary DPW Mechanic position and have now increased the pay range from Step 6-Step 12. There are limited qualified mechanics currently on the market and an overwhelming need for the skill. We have had little success with trying to use outside vendors to fill the need, the last two procurements were not successful. We will continue to troubleshoot and work closely with the union to find a way to make this work.

-

- **Library**

In recent weeks, the library has sustained additional flooding and water damage due to storms. The Insurance company has been out, and we are waiting for a resolution to our request. In the meantime, there are immediate threats with the gutter system failing, and the low slope areas of the roofing allowing water through without proper protection. Pam was able to work with some vendors and together we were able to put together some procurement documents for this work. In addition to the outside work needed, when the boilers were replaced last year, the HVAC control system was not updated, and the heat/air conditioning is not working properly as a result. We have also placed procurement documents out to replace the current HVAC controls.

- **IT**
We have had a representative from Suzor IT coming in person on a weekly basis to work with staff and begin the slow transition from the server to Office 365. We will continue working to have all department heads meet with the IT Director and work through current IT issues that have been ongoing.
- **Town Hall/COA**
The Town Hall and COA will be closed on Monday, August 28th from 10:30 am- 1 pm in order to attend the services for long-time Town volunteer and community member, Bob Wilby.

FINANCES

Grants - NEW 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:

1. 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 – The solicitation for quotes went out on August 16th and is due back at 12 noon on the 30th of August.

Richards Memorial Library HVAC Controls Update - The solicitation for quotes went out on August 16th and is due back at 12 noon on the 30th of August.

Richards Memorial Library Gutter Replacement - The solicitation for quotes went out on August 16th and is due back at 12 noon on the 30th of August.

Cable Access Equipment – The RFP for Cable Access Equipment went out in July and is due back on Wednesday, August 23rd.

Town Audit – We received two responses to our request, one was from our current auditor, Roselli & Clark, and from Malcolm. The SB awarded the three-year contract to Roselli & Clark, who had the lowest price.

Mobile Mechanic – This bid went out and we only received one bid, higher than we budgeted in return.

Mechanic Services -- This bid went out and we did not receive any bids.

To do:

- Records Building – Fence
- Town Common area drainage
- Well Pump - Recreation

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
- **Adjourned Meeting at 9:03pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- The next meeting is scheduled for September 11, 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>	Paxton Days Committee <i>(Remaining members of board or comm.)</i>
Person Resigned: Robert Wilby	Office Resigned From: Paxton Days Committee Member
Date Resignation Filed: July 26, 2023	Effective Date: July 26, 2023
Date of Term Expiration: June 30, 2024	Period of Full Term: 1 Year

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: 8/22/2023

ATTEST:


Town Clerk

Note: Bob resigned verbally to me on the phone on 7/26/2023. I was waiting for the notice in writing before I submitted the paperwork, but due to his failing health he was not able to provide written notice.



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>	DPW Building Committee <i>(Remaining members of board or comm.)</i>
Person Resigned: Robert Wilby	Office Resigned From: DPW Building Committee Member
Date Resignation Filed: July 26, 2023	Effective Date: July 26, 2023
Date of Term Expiration: June 30, 2024	Period of Full Term: 1 Year

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: 8/22/2023

ATTEST: Lauree Becken
Town Clerk

Note: Bob resigned verbally to me on the phone on 7/26/2023. I was waiting for the notice in writing before I submitted the paperwork, but due to his failing health he was not able to provide written notice.

PRICE PROPOSAL FORM FOR FY24-08 CABLE EQUIPMENT

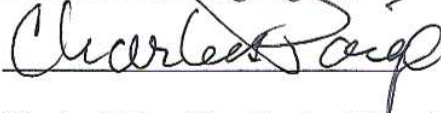
Company: TelVue Corporation

Item	Cost (Figure)	Cost (Words)
Entire Cable Equipment Package (Specifications)	\$91,325.75	Ninety one thousand, three hundred twenty five dollars and seventy five cents
Training Hours (# hours= <u>Unlimited</u>)	\$0.00	Zero Dollars
Pre-paid Customer Support (# years= <u>5</u>)	\$11,193.60	Eleven thousand, one hundred ninety three dollars and sixty cents
TOTAL	\$102,519.35	One hundred two thousand, five hundred nineteen dollars and thirty five cents

Price shall include all components of the quote solicitation in its entirety.

One contract will be awarded to the responsive and responsible vendor submitting the most advantageous proposal, taking into consideration experience, staff capacity, references, and plan of services, as well as the proposal price.

Name of Person Signing Bid:



Charles Paige, New England Sales Manager, TelVue Corporation

September 5, 2023

1. VENDOR CONTACT INFORMATION

Price Proposal: 24-08 Cable Equipment

Company/Contractor Info

Company/Contractor Name: TelVue Corporation

Street Address: 16000 Horizon Way, Suite 100

City/State/Zip: Mt. Laurel, NJ 08054

Contact Info

Contact Name: Charles Paige

Contact Title: New England Sales Representative

Phone: Direct 267-259-2951, Office 800885-8886 ext 122

Email: cpaige@TelVue.com

Bidder Check List

- ✓ Price Proposal Form



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 Ext 20 Fax: (508) 797-0966
Heather Munroe, Town Administrator
hmunroe@townofpaxton.net

September 11, 2023

RE: Sole Source Justification – 24-15 OPEN GOV

To Whom it May Concern:

As the Chief Procurement Officer for the Town of Paxton, in accordance with Chapter 30 B S 7, I declare that there is a need for a sole source procurement for procurement FY24-15 for Permitting Software.

Contractor's Name:	OPEN GOV
Contract Term:	July 1, 2023- June 30, 2026
Contract Amount:	\$49,651.88
Basis of Determination:	<i>The Town currently uses Open Gov software for all of its licensing needs. This software interacts with online bill pay and is cumbersome to setup and train employees and residents on the intricacies of the software, workflow, and sign-offs.</i>

After a reasonable investigation, OPEN GOV is the only potential bidder that offers this software and is therefore the only one practicable source for the required supply is OPEN GOV.

Sincerely,

Heather M. Munroe
Town Administrator, CPO

August 29,2023

Heather Munroe
Town Administrator
Town of Paxton, Massachusetts
697 Pleasant Street
Paxton Town, Massachusetts 1612
United States

RE: Sole Source Developer of OpenGov Permitting & Licensing Software

Dear Heather Munroe,

I wanted to take this opportunity to verify in writing that OpenGov, Inc., of 6525 Crown Blvd. #41340, San Jose, CA 95160 is the sole source developer of the applications in the OpenGov Permitting & Licensing suite.

OpenGov is the sole company who can provide the Permitting & Licensing software suite. This software is solely licensed, designed and developed by OpenGov. Implementation Services refer to the training, consultation, and configuration of OpenGov Permitting & Licensing and must be performed exclusively by OpenGov.

As we strive to assist your organization in increasing efficiency, accountability and transparency, please feel free to contact me at 617-577-9000 Ext. 107 or via email at canderson@opengov.com if further information is needed.

Sincerely,

Carl Anderson
Account Executive



OpenGov Quote for: Town of Paxton, MA

Quote Created Date: 8/29/2023

Quote Expiration Date: 7/31/2026

Created by: Jenny Russell, Sr. Renewal Operations Analyst, OpenGov

Created for: Town of Paxton, MA

Term Effective Date: 8/1/2023

Term End Date: 7/31/2026

Term 1 : 8/1/2023 - 7/31/2024

Description:

- OpenGov Permitting & Licensing - 3 Service Areas

TERM 1 FEE: \$15,750.00

Term 2 : 8/1/2024 - 7/31/2025

Description:

- OpenGov Permitting & Licensing - 3 Service Areas

TERM 2 FEE: \$16,537.50

Term 3 : 8/1/2025 - 7/31/2026

Description:

- OpenGov Permitting & Licensing - 3 Service Areas

TERM 3 FEE: \$17,364.38

For further terms and provisions, please see the Agreements between the Town of Paxton, MA and OpenGov dated August 26, 2020.

A new contract will be delivered to you closer to your renewal date on 8/1/2026.



TOWN OF PAXTON

Application for:

Volunteer Appointment to Boards, Committees, and Commissions

Community Members interested in volunteering to serve on a Board, Committee, or Commission are requested to fill out the form below and submit by email to the Town, at volunteer@townofpaxton.net, by mail to Select Board Office: ATTN: Volunteers, 697 Pleasant Street, Paxton, MA 01612, or in person to the Select Board Office.

Name: Jeffrey A. Wentzell

Date: 8/30/2023

Address: 118 Davis Hill RD

Home Phone: 508-277-3888

Email: jawentzell@gmail.com

Cell Phone: 508-277-3888

Registered Voter in Paxton: Yes

Please check the Board, Committee, or Commission that is of interest to you. One application is required for each requested Board, Committee, or Commission. The Boards, Committees, and Commission that require all members to be registered voters in Paxton are marked with an asterisk below.

Occasionally an opening may arise on an elected board, committee, or commission. When such vacancies occur, this form may be used to apply for the vacancy. Those appointments will usually require a joint vote of the particular board and the Select Board. The appointment will only be until the next regular local election, usually held in May. Only registered voters of Paxton are eligible for these positions. Please select the OTHER option below and write in the Board, Committee, or Commission you're looking to fill.

- Anna Maria Scholarship Committee
- Board of Registrars*
- Cable & Communications Committee
- Capital Improvement Planning Committee
- Conservation Committee
- Council on Aging
- Cultural Council
- DPW Building Committee

- Economic Development Commission (EDC)
- Historical Commission
- Local Historic District Committee
- Paxton Days Committee
- Scenic Byway Committee
- Town Buildings Need Study Committee
- Town Hall Renovation Committee
- OTHER: Zoning Board

If you are interested in serving, but are unsure which might be the best fit, please contact Town Administrator Heather Munroe, hmunroe@townofpaxton.net, to discuss and learn more.

Please answer each of the following questions.

1. What professional experience, life experience, skills, insight, education, or special training would you bring to the Board, Committee, or Commission? A resume (one to two pages) is welcome but not required. You may optionally post a link to your LinkedIn resume here.

I am an experienced corporate and non-profit leader with over 2 decades of business experience and leadership experience in the non-profit area. I have served the Town of Paxton in varying positions over the years to include the Wachusett Regional School Committee, Zoning Board, Personnel Advisory Board and as Emergency Management Director. <https://www.linkedin.com/in/jeffrey-wentzell-4a527730/>

2. Please describe your familiarity with the work that the Board, Committee, or Commission you are applying for does? If so, have you attended any meetings?

I previously served on the Zoning Board board for several years in the early 2000's.

3. What level of meeting frequency are you able to attend?

- | | |
|------------------|-------------------------------------|
| a. Twice Weekly | <input type="checkbox"/> |
| b. Weekly | <input type="checkbox"/> |
| c. Twice Monthly | <input checked="" type="checkbox"/> |
| d. Monthly | <input checked="" type="checkbox"/> |
| e. Bi-Monthly | <input type="checkbox"/> |

4. Have you previously been a member of a Board, Committee, or Commission, in Paxton or elsewhere? If so, please list the name(s) and approximate dates of service.

I have served the Town of Paxton in varying positions over the years to include the Wachusett Regional School Committee, Zoning Board, Personnel Advisory Board and as Emergency Management Director.

5. Are you currently serving on any Board, Committee, or Commission? If so, please provide the name of the Board, Committee, or Commission and when you were appointed.

I am currently on no Boards or Committees in the Town of Paxton or elsewhere.

6. Do you or anyone in your immediate family have a current employment or business relationship with the Town of Paxton that could create a conflict of interest? If so, please describe.

No N/A. I am privately employed with no business interests in the town of Paxton other than being a taxpayer and owning residential property.

7. Are there any other possible conflicts of interest for serving on this Board, Committee, or Commission? If so, please describe.

No conflicts of interest to report.

REQUIRED: Please read the following and sign an acknowledgement that you understand and agree:

The completion of this form does not guarantee my appointment. This application will be kept on file for two (2) fiscal years (July 1 – June 30); after that I must file a new application to be considered for an appointment. Being appointed to a board, committee, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A and Open Meeting Law MGL Chapter 30A, §§ 18-25. I understand that I will read the Open Meeting Law Guide, the Summary of the Conflict of Interest, take the online Conflict of Interest training, and be sworn in by the Town Clerk within two weeks after my appointment.

PLEASE NOTE: Once this form is submitted, it becomes a public document. If there is information that you do not want open to the public, please do not include it on this form. Information that will be redacted prior to the form being made public includes personal information includes: address, phone numbers, and email addresses.

Applicant Signature: 

Date: 5/21/23

Official Use Only:

Date of Application Acknowledgement: _____	Date Appointment Letter Sent: _____
Method of Acknowledgement: _____	Method of Acknowledgement: _____
No Openings at this time: _____	Date Committee Chair Notified: _____

Appointing Authority: Select Board _____ OTHER _____	
Board/Committee/Commission: _____	
Appointment Date: _____	Term: _____

JEFFREY A. WENTZELL

118 Davis Hill Road ▪ Paxton, MA 01612 ▪ (508) 277-3888 ▪ jawentzell@gmail.com

PROFILE

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

EDUCATION & CERTIFICATIONS

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)

PROFESSIONAL EXPERIENCE

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.

COMMUNITY AND NON-PROFIT SERVICE

- 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



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: September 16, 2023

Begin Time: 08⁰⁰ End Time: 10⁰⁰

Description of Event: The Annual Morrell - 5K Road Race

Number of Attendees: 60

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 the business number at (508) 755-3135 to reach:

Paxton Police Department: sign off: MWX Santa

Paxton Fire/Emergency Management: sign off: MW C D B

Name of Applicant: (Contact person) DAVID ARMSTRONG

Organization: ANNA MARIA COLLEGE

Address: 50 Sweet Ln Telephone #s (H) 774.864.4793

(Cell) 774.864.4793 Email d.armstrong@anna maria.edu

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. Permission to use the Town Common does not allow for the use of the parking lots at either of the churches in the center of Town.

HOMECOMING 2023
ANNA MARIA COLLEGE
WOMEN'S BASKETBALL

5K FUN RUN/WALK

- \$25/PRE-REGISTRATION *BY 9/12* (INCLUDES T-SHIRT)
- \$30/DAY OF EVENT (INCLUDES T-SHIRT)
- ANNA MARIA STUDENTS, KIDS UNDER TEN (W/ADULT PARTICIPATION) RUN/WALK FREE (T-SHIRT NOT INCLUDED/CAN PURCHASE FOR \$10)

SEP. 16, 2023
8:30AM CHECK-IN
9:00AM START



REGISTER/DONATE TODAY AT
GOAMCATS.COM/FUNRUN

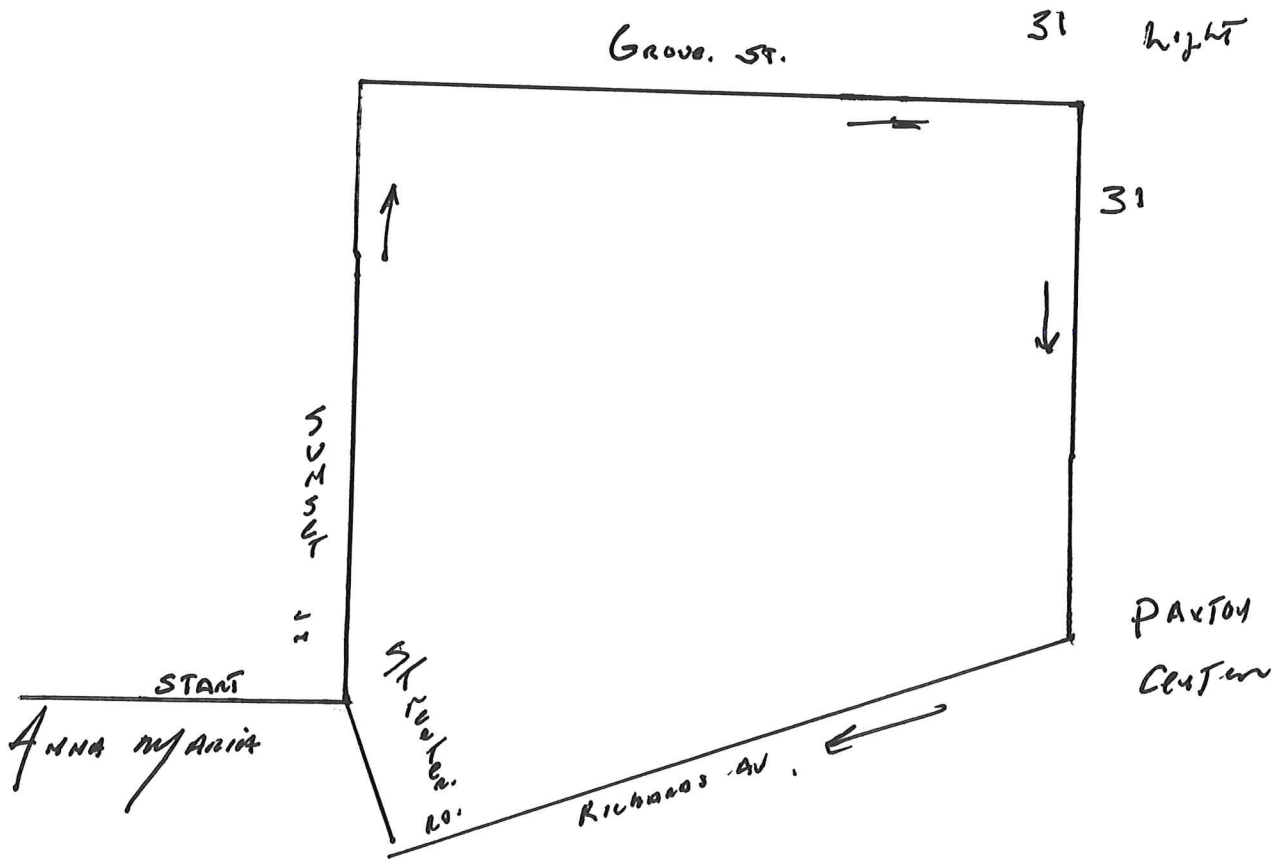
IN MEMORY OF CHIEF MORTELL





ANNA MARIA
COLLEGE

Date of entry -
777.864.4793



Donna Graf-Parsons

From: Laurie Becker
Sent: Tuesday, August 22, 2023 3:15 PM
To: Donna Graf-Parsons
Subject: Re: Vacancy on Bay Path School Committee

Thanks Donna -
I'll also need the same for the Library Board of Trustees. They should both be for a 2-year term.

Laurie Becker, CMMC

Town Clerk
Town of Paxton
697 Pleasant Street, Paxton, MA 01612

(508) 556-5583
lbecker@townofpaxton.net

From: Donna Graf-Parsons <dparsons@townofpaxton.net>
Sent: Tuesday, August 22, 2023 2:46 PM
To: Laurie Becker <lbecker@townofpaxton.net>
Subject: RE: Vacancy on Bay Path School Committee

Will do, thanks!

Donna Graf-Parsons

Donna Graf-Parsons, Executive Assistant
Town of Paxton
697 Pleasant Street
Paxton, MA 01612
(508) 754-7638 Ext 1010
dparsons@townofpaxton.net

From: Laurie Becker <lbecker@townofpaxton.net>
Sent: Tuesday, August 22, 2023 2:36 PM
To: Donna Graf-Parsons <dparsons@townofpaxton.net>
Subject: Vacancy on Bay Path School Committee

Hi Donna,

Please put on the agenda for a future meeting of the Select Board for them to submit notice in writing to put the SCWRVSD Committee position on the ballot for the next election to fill the vacancy caused by Bob's passing.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter41/Section10>

"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



TOWN OF PAXTON

Application for:

Volunteer Appointment to Boards, Committees, and Commissions

Community Members interested in volunteering to serve on a Board, Committee, or Commission are requested to fill out the form below and submit by email to the Town, at volunteer@townofpaxton.net, by mail to Select Board Office: ATTN: Volunteers, 697 Pleasant Street, Paxton, MA 01612, or in person to the Select Board Office.

Name: Jeffrey A. Wentzell

Date: 8/24/2023

Address: 118 Davis Hill RD

Home Phone: 508-277-3888

Email: jawentzell@gmail.com

Cell Phone: 508-277-3888

Registered Voter in Paxton: Yes

Please check the Board, Committee, or Commission that is of interest to you. One application is required for each requested Board, Committee, or Commission. The Boards, Committees, and Commission that require all members to be registered voters in Paxton are marked with an asterisk below.

Occasionally an opening may arise on an elected board, committee, or commission. When such vacancies occur, this form may be used to apply for the vacancy. Those appointments will usually require a joint vote of the particular board and the Select Board. The appointment will only be until the next regular local election, usually held in May. Only registered voters of Paxton are eligible for these positions. Please select the OTHER option below and write in the Board, Committee, or Commission you're looking to fill.

- Anna Maria Scholarship Committee
- Board of Registrars*
- Cable & Communications Committee
- Capital Improvement Planning Committee
- Conservation Committee
- Council on Aging
- Cultural Council
- DPW Building Committee

- Economic Development Commission (EDC)
- Historical Commission
- Local Historic District Committee
- Paxton Days Committee
- Scenic Byway Committee
- Town Buildings Need Study Committee
- Town Hall Renovation Committee
- OTHER: Baypath Regional SC

If you are interested in serving, but are unsure which might be the best fit, please contact Town Administrator Heather Munroe, hmunroe@townofpaxton.net, to discuss and learn more.

Please answer each of the following questions.

1. What professional experience, life experience, skills, insight, education, or special training would you bring to the Board, Committee, or Commission? A resume (one to two pages) is welcome but not required. You may optionally post a link to your LinkedIn resume here.

I am an experienced corporate and non-profit leader with over 2 decades of business experience and leadership experience in the non-profit area. I have served the Town of Paxton in varying positions over the years to include the Wachusett Regional School Committee, Zoning Board, Personnel Advisory Board and as Emergency Management Director. <https://www.linkedin.com/in/jeffrey-wentzell-4a527730/>

2. Please describe your familiarity with the work that the Board, Committee, or Commission you are applying for does? If so, have you attended any meetings?

I have viewed some of the Baypath meetings online. Also, previously I served on the Wachusett Regional School Committee and several non-profit Board as members or Chairman.

3. What level of meeting frequency are you able to attend?

- a. Twice Weekly
- b. Weekly
- c. Twice Monthly
- d. Monthly
- e. Bi-Monthly

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

4. Have you previously been a member of a Board, Committee, or Commission, in Paxton or elsewhere? If so, please list the name(s) and approximate dates of service.

I have served the Town of Paxton in varying positions over the years to include the Wachusett Regional School Committee, Zoning Board, Personnel Advisory Board and as Emergency Management Director.

5. Are you currently serving on any Board, Committee, or Commission? If so, please provide the name of the Board, Committee, or Commission and when you were appointed.

I am currently on no Boards or Committees in the Town of Paxton or elsewhere.

6. Do you or anyone in your immediate family have a current employment or business relationship with the Town of Paxton that could create a conflict of interest? If so, please describe.

No N/A. I am privately employed with no business interests in the town of Paxton other than being a taxpayer and owning residential property.

7. Are there any other possible conflicts of interest for serving on this Board, Committee, or Commission? If so, please describe.

No conflicts of interest to report.

REQUIRED: Please read the following and sign an acknowledgement that you understand and agree:

The completion of this form does not guarantee my appointment. This application will be kept on file for two (2) fiscal years (July 1 – June 30); after that I must file a new application to be considered for an appointment. Being appointed to a board, committee, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A and Open Meeting Law MGL Chapter 30A, §§ 18-25. I understand that I will read the Open Meeting Law Guide, the Summary of the Conflict of Interest, take the online Conflict of Interest training, and be sworn in by the Town Clerk within two weeks after my appointment.

PLEASE NOTE: Once this form is submitted, it becomes a public document. If there is information that you do not want open to the public, please do not include it on this form. Information that will be redacted prior to the form being made public includes personal information includes: address, phone numbers, and email addresses.

Applicant Signature: 

Date: 5/21/23

Official Use Only:

Date of Application Acknowledgement: _____	Date Appointment Letter Sent: _____
Method of Acknowledgement: _____	Method of Acknowledgement: _____
No Openings at this time: _____	Date Committee Chair Notified: _____

Appointing Authority: Select Board _____ OTHER _____
Board/Committee/Commission: _____
Appointment Date: _____ Term: _____



TOWN OF PAXTON Application for:

Volunteer Appointment to Boards, Committees, and Commissions

Community Members interested in volunteering to serve on a Board, Committee, or Commission are requested to fill out the form below and submit by email to the Town, at volunteer@townofpaxton.net, by mail to Select Board Office: ATTN: Volunteers, 697 Pleasant Street, Paxton, MA 01612, or in person to the Select Board Office.

Name: Jeff Cormier

Date: 8/28/23

Address: 65 Suomi ST

Home Phone: 5085237448

Email: cormierjeff@hotmail.com

Cell Phone: same

Registered Voter in Paxton: Yes

Please check the Board, Committee, or Commission that is of interest to you. One application is required for each requested Board, Committee, or Commission. The Boards, Committees, and Commission that require all members to be registered voters in Paxton are marked with an asterisk below.

Occasionally an opening may arise on an elected board, committee, or commission. When such vacancies occur, this form may be used to apply for the vacancy. Those appointments will usually require a joint vote of the particular board and the Select Board. The appointment will only be until the next regular local election, usually held in May. Only registered voters of Paxton are eligible for these positions. Please select the OTHER option below and write in the Board, Committee, or Commission you're looking to fill.

- Anna Maria Scholarship Committee
- Board of Registrars*
- Cable & Communications Committee
- Capital Improvement Planning Committee
- Conservation Committee
- Council on Aging
- Cultural Council
- DPW Building Committee

- Economic Development Commission (EDC)
- Historical Commission
- Local Historic District Committee
- Paxton Days Committee
- Scenic Byway Committee
- Town Buildings Need Study Committee
- Town Hall Renovation Committee
- OTHER: Bay Path School

If you are interested in serving, but are unsure which might be the best fit, please contact Town Administrator Heather Munroe, hmunroe@townofpaxton.net, to discuss and learn more.

Please answer each of the following questions.

1. What professional experience, life experience, skills, insight, education, or special training would you bring to the Board, Committee, or Commission? A resume (one to two pages) is welcome but not required. You may optionally post a link to your LinkedIn resume here.

Professional educator for 32 years in Shrewsbury, Worcester, and currently in Auburn. Master's degree in Education. Served on numerous committees in all districts and also own a business.

2. Please describe your familiarity with the work that the Board, Committee, or Commission you are applying for does? If so, have you attended any meetings?

Have significant experience in all things relevant to public education particularly in grades 9-12. Have served on NEASC committees as well as negotiating committees and extracurricular areas

3. What level of meeting frequency are you able to attend?

- a. Twice Weekly
- b. Weekly
- c. Twice Monthly
- d. Monthly
- e. Bi-Monthly

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

4. Have you previously been a member of a Board, Committee, or Commission, in Paxton or elsewhere? If so, please list the name(s) and approximate dates of service.

Town meeting member in Shrewsbury

5. Are you currently serving on any Board, Committee, or Commission? If so, please provide the name of the Board, Committee, or Commission and when you were appointed.

No

6. Do you or anyone in your immediate family have a current employment or business relationship with the Town of Paxton that could create a conflict of interest? If so, please describe.

No

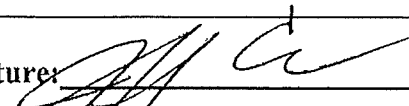
7. Are there any other possible conflicts of interest for serving on this Board, Committee, or Commission? If so, please describe.

No

REQUIRED: Please read the following and sign an acknowledgement that you understand and agree:

The completion of this form does not guarantee my appointment. This application will be kept on file for two (2) fiscal years (July 1 – June 30); after that I must file a new application to be considered for an appointment. Being appointed to a board, committee, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A and Open Meeting Law MGL Chapter 30A, §§ 18-25. I understand that I will read the Open Meeting Law Guide, the Summary of the Conflict of Interest, take the online Conflict of Interest training, and be sworn in by the Town Clerk within two weeks after my appointment.

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Applicant Signature:  _____

Date: 8-28-23

Official Use Only:

Date of Application Acknowledgement: _____	Date Appointment Letter Sent: _____
Method of Acknowledgement: _____	Method of Acknowledgement: _____
No Openings at this time: _____	Date Committee Chair Notified: _____

Appointing Authority: Select Board _____ OTHER _____
Board/Committee/Commission: _____
Appointment Date: _____ Term: _____

TOWN OF PAXTON
Proposed FY25 Budget Calendar

<u>Date</u>	<u>Actor(s)</u>	<u>Description</u>
Aug 22nd	Town Admin	Presentation of 5 Year Budget Forecast at SB Meeting Recommendations for FY25 Budget Process
Sep 11th	Select Board Fin Com	Review Draft Direction for FY25 Budget Process, subject to Fin Com Review Review FY25 Budget Timeline Discussion of FY25 Non-Union COLA
Sept 1st	Capital	Review annual Capital Forms, timeline, and process
Sept ?	Fin Com	Review of and finalize FY25 Budget Process Review FY25 Budget Timeline
Sept 8th	Town Admin	Disseminate annual Capital Forms and Instructions
Sept?	Town Admin	Disseminate FY25 Budget forms and guidance to all departments
Oct 2nd	DUE DATE	Capital Forms due back to Town Administrator for compilation
Oct?	Capital	Meetings to review Capital Project request, and to score and rank
Oct 10th	Select Board	Open Fall Special Town Meeting Warrant
Oct 23rd	Select Board	Close Fall Special Town Meeting Warrant
Oct 31st	DUE DATE	Capital Committee complete with Capital Needs list for next 5 years
Nov 15th	DUE DATE	Budget forms must be completed by this date
Dec 1st	DUE DATE	Town Administrator's meet with each department and review recommendations
Dec 15th	DUE DATE	Town Administrator's final balanced budgets due to Fin Com
Jan??	Fin Com	Meeting to review budgets - Needs Budget and Failed Override Budget
Jan?	Fin Com	Meeting with any requested departments
Feb?	Fin Com	Finalize budget
Feb?	FinCom/SB	Joint Meeting on budgets
Mar	Select Board	Open Warrant for Annual Town Meeting and set date
Mar 31st	ALL	Articles due for annual Town Meeting
Apr?	Select Board	Review and finalize articles for Annual Town Meeting
May?	ALL	Annual Town Meeting