



TOWN OF PAXTON

SELECT BOARD MEETING Monday, June 12, 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 MEEETING
2.	CONSENT ITEMS
7:00PM	1. Approve meeting minutes from the Executive Session held on May 22, 2023. 2. Approve meeting minutes from the Executive Session held on May 31, 2023. 3. Approve the meeting minutes from the regular meeting held on June 5, 2023. 4. Approve Annual Appointments for FY24. 5. Sign the Road stabilization letter for FY24 to approve the amount of \$118,870.00.
3.	NEW BUSINESS
7:05PM	1. Approve yearend transfers as needed. 2. Memorandum of Understanding for Recreation and Water for the DPW Director's contract. 3. Update from the Town Administrator on DCR (Department of Conservation and Recreation) ruling of the DPW building project. 4. Approve FY24 trash fee increase from \$21.00 to \$22.00. 5. Approve Select Board meeting calendar for FY24. 6. Letter to the state in support of the Wachusett Region School District to reinstate the accelerated repair program. 7. Liaison assignments for FY24
4.	OLD BUSINESS
7:30PM	1. Review the membership guidelines for the Economic Development Committee.
5.	SELECTBOARD CORRESPONDENCE
6.	PUBLIC COMMENT
7.	TOWN ADMINISTRATOR'S REPORT
8.	EXECUTIVE SESSION
7:45PM	1. To discuss potential litigation concerning the Holden Dispatch contract. Chapter 30A, Sec. 21 (3). 2. Contract negotiations for the Town Administrator. MGL Chapter 30A, Sec. 21 (3).
9.	ADJOURN

- Times may be adjusted during the meeting.
- The documents that support this meeting can be located on the Town's website (townofpaxton.net) on the Select Board page under meeting materials.



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 (Meeting held prior to Annual Town Meeting)

Monday, June 5, 2023

Meeting Location: Paxton Center School, 19 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 6:39pm.

CONSENT ITEMS

- 1. Approve the meeting minutes from the regular meeting held on May 22, 2023.
- 2. Approve the meeting minutes from the regular meeting held on May 31, 2023.
- (JP) Any discussion on these consent items? Hearing no comment. Items 1 and 2 are approved.

NEW BUSINESS

Yearend transfers

FROM		Amount	"-	TO	--2
1610-5200	Library Purch Serv	\$2,800.00		1610-5400	Library Supplies
1910-5208	Health Insurance Premium	\$10,000.00		1151-5200	Legal Services

- Motion (KH) seconded (CR) to approve the yearend transfers as listed.
Unanimous, all-in favor. (KH) yes, (CR) yes, (JP) yes.
- JP) yes.

Make recommendation for article #14 the Wachusett Regional School budget.

- (JP) The School District is trying to deal with inequities amongst all the schools. They may push \$50,000 out to the other schools because they already paid for the hood in the kitchen at Paxton Center School.
- (CR) They were grateful that Paxton paid for the security cameras. They may try to get the other school up to the same standards. I don't think we will see any more money from the school.
- (JP) They came in only a little above the 4% that we asked for. No other town has turned down the school budget.

- (KH) The school budget has always been contentious. Not that I don't support education but is this the tipping point?
- (CR) We should have expressed our concern at the beginning of the year. Not trying to make a statement now.
- (KH) Why did Finance disapprove?
- **Mark Love**, The Town Administrator and the Finance Committee have gone on record that some of the 1.4 million the school has should come back to the Town. The school had a financial collapse. Now we have to go to Stabilization to balance the budget this year.
- (JP) If we are looking to send a message, we may be shooting ourselves in the foot and we may need to come back for a Special Town Meeting.
- **Mark Love** This was a unanimous vote by the Finance Committee.
- **Motion (KH) for disapproval of article #14 for the Wachusett Regional school budget. (KH) yes, (CR) no, (JP) no. Motion did not pass.**
- **Motion (CR) seconded (JP) to approve article #14 for the Wachusett Regional school budget. (KH) no, (CR) yes, (JP) yes. Motion passed by a majority vote of 2/1.**

PUBLIC COMMENT

- None

ADJOURN

- **Adjourned Regular Meeting at 6:55pm in order to move to Annual Town Meeting, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for June 12, 2023, 7:00pm.

Documents from the Meeting filed in BOS office:

Agenda

Attendance list

Meeting minutes

Respectfully submitted,

Donna Graf-Parsons
Executive Assistant

2024 Appointments

POSITION	NAME	APPOINTED	Fiscal year
Town Administrator	Heather Munroe	3 Year	2024
Care of Clock	Bruce Cheney	1 Year	2024
Board of Appeals NB terms go with the position not the person Full members 5 Years, Associate members 3 Years	Richard Grensavitch Paul Robinson (4 year to correct cycle) Forest Smith Roberta Brien Robert Birkbeck (3year term 2026) VACANT , alt member VACANT , alt member VACANT, alt member	5 Years	2028 2028 2025 2024 2026 2025 2028 2024
Council on Aging	Anita Fenton, Chair Robert Callahan VACANT James Putnam Curtis Hammar Joan Bedard Kathryn Mahoney Donmarie Desrosiers-Sespaniak Francis LaFlash Robert Lamotte, Assc Mark Ahearn, Assc	3 Years	2025 2026 2026 2024 2024 2024 2026 2025 2025 2025 2026
Veteran's Agent	Jeffrey Kent	1 Year	2024
Veteran's Grave Officer	Jeffrey Kent	1 Year	2024
Inspector of Wires	John Reece John Slabich, Assistant	1 Year	2024 2024
Building Commissioner	David Carl Richard Travers, Local Inspector	1 Year 1 Year	2024 2024
Local Superintendent of Insect Pest Control	James Robert	1 Year	2024
Conservation Commission	Jason Lambert Michael Voorhis James Robert VACANT Robert Ferguson Donmarie Desrosiers-Sespaniak James Lacasse Holly Robert, Assc. VACANT, Assc.	3 Years	2024 2025 2026 2024 2025 2026 2025 2025 2026
Historical Commission	Anita Fenton Pamela Hair Donna Odorski-Maclean Richard Fenton Dante Zamarro Donmarie Desrosiers-Sespaniak Mark Blackmer	3 Years	2025 2024 2024 2026 2026 2026 2024
ADA Coordinator	Heather Munroe	1 Year	2024
Town Counsel	Peter Dawson	1 Year	2024
Sexual Harassment Officer	Heather Munroe	1 Year	2024
Board of Registrars (Appointment done each year by April 1 st)	Jennifer Bridgers Scott Dziewietin David Stoica	3 Years	3/31/2026 3/31/2025 3/31/2024
Measurer of Wood, Bark, Field Drivers, Fence Viewers	Donmarie Desrosiers-Sespaniak	1 Year	2024
Hazardous Waste Coor	Michael Pingitore	1 Year	2024
Agents for License Comm	Donna Graf-Parsons	1 Year	2024

2024 Appointments

Central MA Reg Plan Comm	Neil Bagdis Alt. Sheryl Lombardi	1 Year 1 Year	2024 2024
American Rescue Plan Act Committee	Cindy Love Jeffrey Olson Julia Pingitore Heather Munroe Mark Savasta Travis Thibault Larissa Kennedy	1 Year	2024
Cultural Council (3-year term with a 2-term max of 6 years)	Anita Fenton Kerrie Flynn Patricia Wheeler appt 8/30/21 Larry Spongberg Mark Blackmer Kristin Steinmetz	3 Years	2024 2025 2025 2026 2025 2026
Capital Improvement Committee	Heather Munroe, town Mark Love, finance Forrest Smith, public Kateri Clute, assessor Neil Bagdis, public VACANT, public David Bloom, public	3 Year	2025 2024 2024 2024 2024 2025 2026
Anna Maria Scholarship Committee	Kerrie Flynn Jack Malone Catherine Frasco	1 Year	2024
Insurance Advisory Committee	Donna Couture, town treasurer Pam Chenevert, library Cherie Kerxhali, light Donna Graf-Parsons, town hall Eva Ryan, police Michael Pingitore, fire Peter DeFlorio, dpw Deirdre Malone, retiree	1 Year	2024
Cable & Communications Committee	Scott Wilson Nick Powlovich, Chair Heather Munroe VACANT	1 Year	2024
Scenic Byway Committee	Anita Fenton Paul Robinson VACANT	1 Year	2024
Town Hall Renovation Committee	Chris Stone Jay Gallant Paul Robinson Roberta Brien	1 Year	2024
Local Historic District Commission	Paul Robinson Jay Gallant Donna Odorski-MacLean Chris Isperduli Anita Fenton	1 Year	2024
Town Buildings Needs Study Committee	Jay Gallant Paul Robinson VACANT VACANT	1 Year	2024
Liaison to State Ethics Commission	Heather Munroe	1 Year	2024

2024 Appointments

<i>Sale of Town Owned Property</i>	Heather Munroe Travis Thibault Donna Couture Kateri Clute, ex officio	1 Year	2024
<i>Paxton Days Committee</i>	Donna Graf-Parsons Anita Fenton Kathy Card Robert Wilby	1 Year	2024
<i>DPW Building Committee</i>	Robert Wilby Emerson Wheeler Heather Munroe, ex officio Travis Thibault, ex officio Mike Pingitore, ex officio Kirk Huehls	1 Year	2024
<i>Parking Clerk</i>	Donna Couture	3 years	2025
<i>Municipal Hearing Officer</i>	Richard Bedard	1 Year	2024
<i>WRSD Audit Advisory Board</i>	Mark Love	1 Year	2024
<i>Economic Development Committee</i>	Savvas Kosmidis Darlene Walsh Mike Roberts Caitlyn Cournoyer Lisa Davenock Alexia Kodra VACANT Jeremy Richard – Fin Com rep Heather Munroe – TA	1 Year	2024

Town Administrators FY2024 Appointments

POSITION	NAME	APPOINTED	
Executive Asst. to BOS & Town Administrator	Donna Graf-Parsons	3 Year	2023
Town Accountant	Larissa Kennedy	3 Years	2023
Town Services Coordinator	Sheryl Lombardi	3 Year	2023
Town Treasurer	Donna Couture	3 Year	2023
Town Clerk	Laurie Becker	3 Year	2023
Record Access Officer	Eva Ryan Laurie Becker	3 Year	2023
Director of Public Works	Travis Thibault	3 Year	2024
Fire Chief	Michael Pingitore	5 Year	2029
Police Chief	Mark Savasta	3 Year	2025
Lieutenant	Guy Bibeau	3 years	2025
Sergeants	William Recos Forest Thorpe III James Duggan	3 year	2025
Detective	David Keller Jason Silvestri	3 years	2025
Patrolmen	Edward Santiago Paul Riley Timothy Larkham Jacob Moisio Jonathan Sturgis	3 Years	2025
Reserve Officer	John Jovan Mark Belliveau Scott Mc Millan Matthew Seymour	3 Years	2025
Public Safety Officers	David Warren Shawn David Dylan Havey	3 Years	2025



TOWN OF PAXTON
Board of Selectmen
Julia N. Pingitore, Chairman
Kirk R. Huehls, Vice Chair
Carol L. Riches, Clerk
697 Pleasant Street,
Paxton, MA 01612
508-754-7638 Ext. 10 Fax: 508-797-0966
dparsons@townofpaxton.net
Town Administrator: Heather M. Munroe

June 12, 2023

Department of Revenue
Bureau of Accounts
100 Cambridge Street
Boston, MA 02114

Dear Sir/Madam,

The Town of Paxton through an article vote at the May 1, 2016, Annual Town Meeting followed by an override vote at the May 8, 2016, Town Election created a Road Stabilization Fund in the amount of \$100,000.

The Board of Selectmen at a regular meeting on June 12, 2023, voted to appropriate an additional levy of \$118,870 for the Road Stabilization Fund for the Fiscal year beginning July 1, 2023, and to inform the Paxton Assessor.

Voted:

Julia N. Pingitore
Select Board, Chair

Kirk R. Huehls
Select Board, Vice Chair

Carol L. Riches
Select Board, Clerk

Year End Transfers # 4 - June 12, 2023

FROM			Amount	TO	
1910-5208	Health Insurance Premium	\$	16,321.00	1423-5200	Snow Removal - Purchased Services
1910-5208	Health Insurance Premium	\$	20,314.95	1423-5400	Snow Removal - Salt & Sand
1910-5208	Health Insurance Premium	\$	8,227.14	1423-5800	Snow Removal - Equipment
1423-5130	Snow Removal - Overtime	\$	1,227.88	1423-5800	Snow Removal - Equipment
1910-52008	Health Insurance Premium	\$	1,173.34	1155-5200	MIS

\$ 47,264.31

SB

Fin Com

Round IV



GENERAL TRANSFER REQUEST

The following is a request for a general transfer


Request #: FY23-__

- (1) Department making request: DPW/Town Administrator
- (2) Amount of request: \$ 16,321.00
- (3) Transfer request

<u>FROM</u>			<u>TO</u>	
Name:	H.I. Premiums		Name:	Snow Removal - PS
Account #:	0100-0910-5208-0000		Account #:	0100-1423-5200-0000
Balance:	\$ 228,378.00		Balance:	-\$ 16,321.00

- (4) Reason for request:

Clearing up Snow & Ice Overage for the Year


Requestor's Signature

Town Administrator 6/7/23

Requestor Title

Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.



GENERAL TRANSFER REQUEST

The following is a request for a general transfer

Request #: FY23-__

- (1) Department making request: DPW/Town Administrator
- (2) Amount of request: \$ 20,314.95
- (3) Transfer request

<u>FROM</u>			<u>TO</u>	
Name:	H.I. Premiums		Name:	Snow Removal - Salt
Account #:	0100-0910-5208-0000		Account #:	0100-1423-5400-0000
Balance:	\$ 228,378.00		Balance:	-\$ 20,314.95

- (4) Reason for request:

Clearing up Snow & Ice Overage for the Year

Town Administrator 6/7/23

Requestor's Signature

Requestor Title

Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.



GENERAL TRANSFER REQUEST

The following is a request for a general transfer

Request #: FY23-__

- (1) Department making request: DPW/Town Administrator
- (2) Amount of request: \$ 8,227.14
- (3) Transfer request

<u>FROM</u>			<u>TO</u>	
Name:	H.I. Premiums		Name:	Snow Removal - Equip
Account #:	0100-0910-5208-0000		Account #:	0100-1423-5800-0000
Balance:	\$ 228,378.00		Balance:	-\$ 9,455.02

- (4) Reason for request:

Clearing up Snow & Ice Overage for the Year. Funding from two accounts (HI Premiums and Snow & Ice OT) to cover deficit.

Town Administrator 6/7/23

Requestor's Signature

Requestor Title

Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.



GENERAL TRANSFER REQUEST

The following is a request for a general transfer

Request #: FY23-__

- (1) Department making request: DPW/Town Administrator
- (2) Amount of request: \$ 1,227.88
- (3) Transfer request

<u>FROM</u>	
Name:	<u>Snow Removal- OT</u>
Account #:	<u>0100-1423-5130-0000</u>
Balance:	<u>\$ 1,227.88</u>



<u>TO</u>	
Name:	<u>Snow Removal - Equip</u>
Account #:	<u>0100-1423-5800-0000</u>
Balance:	<u>-\$ 9,455.02</u>

- (4) Reason for request:

Clearing up Snow & Ice Overage for the Year. Funding from two accounts (HI Premiums and Snow & Ice OT) to cover deficit.

Town Administrator 6/7/23

Requestor's Signature

Requestor Title

Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.



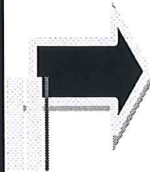
GENERAL TRANSFER REQUEST

The following is a request for a general transfer

Request #: **FY23-**___

- (1) Department making request: Town Administrator
- (2) Amount of request: \$1,173.34
- (3) Transfer request

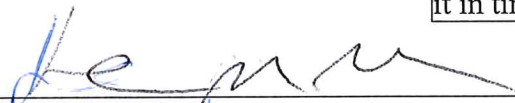
<u>FROM</u>
Name: Health Insurance Premium__
Account #: 1910-5208__
Balance: 218,378.93__



<u>TO</u>
Name: MIS
Account #: 1155-5200__
Balance: 3,906.91__

- (4) Reason for request:

We have a MIIA grant
reimbursement that will cover
this expense but will not receive
it in time to pay the current bill


Requestor's Signature

Heather M Munn 6/9/23
Requestor Title Date

FINANCE COMMITTEE ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Fin Com Chair)

Date

SELECT BOARD ACTION

Meeting Date: _____ Approved/Disapproved: _____

Approved Amount: _____ Record of Vote: _____

Signature (Select Board Chair)

Date

Transfers must be made between May 1st and July 15th.

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

PAXTON BOARD OF WATER COMMISSIONERS

AND THE PAXTON SELECT BOARD

This Memorandum of Understanding (hereinafter the "MOU") is entered into as of the date on _____ 2023, by and between the Paxton Select Board and the Paxton Board of Water Commissioners. The purpose of this MOU is to commit to expenditures as agreed to and negotiated by the Select Board and the Director of Public Works.

In exchange for the services of the Director of Public Works in the operations of the Town's Water Department, the Board of Water Commissioners commits through a vote of the Board on _____, to commit an amount equal to 33% of the Director of Public Work's salary and similarly proportioned benefits in the following amounts for each listed fiscal year:

- FY24 - \$129,227 - Water Portion (\$42,644.91)
- FY25 - increased by 2.5% or the same base wage increase set for non-union employees, whichever is the greater of the two.
- FY26 - increased by 2.5% or the same base wage increase set for non-union employees, whichever is the greater of the two.

PAXTON SELECT BOARD

Julia Pingitore, Chair

Kirk Huehls, Vice Chair


Carol Riches, Member

Date

BOARD OF WATER COMMISSIONERS



John Malone, Chair



Dave Trulson, Vice Chair



Rodney Jenkins, Member

5/25/23

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN THE PAXTON RECREATION COMMITTEE AND THE PAXTON SELECT BOARD

This Memorandum of Understanding (hereinafter the "MOU") is entered into as of the date on _____ 2023, by and between the Paxton Select Board and the Paxton Recreation Committee. The purpose of this MOU is to commit to expenditures as agreed to and negotiated by the Select Board and the Recreation Committee.

(Travis Thibault)

In exchange for the services of the Director of Public Works in the operations and assistance in running the Recreation Department, the Recreation Committee commits through a vote of the Committee on 6/7/2023, to pay an annual Stipend to the Director of Public Works, an amount equal to \$3,000, no later than May 1st, of each fiscal year from FY24-FY26.

PAXTON SELECT BOARD

Julia Pingitore, Chair

Kirk Huehls, Vice Chair

Carol Riches, Member

Date

RECREATION COMMITTEE

Jeffrey Cormier, Chair

Heather Larson, Vice Chair

Diane McMorrow, Clerk

Christina Olson

Christina Cormier

Date

6/7/2023

MEMORANDUM

TO: Town of Paxton:
Heather Monroe, Town Administrator
Travis Thibault, Director of Public Works

FROM: Jeff Alberti & Tony Wespiser

DATE: June 8, 2023

SUBJECT: DCR Advisory Ruling
Proposed New DPW Facility

This memorandum is written to provide Weston & Sampson's understanding of the May 24, 2023 Advisory Ruling issued by the Department of Conservation and Recreation (DCR) regarding the proposed new Department of Public Works Facility at 107 Holden Road in Paxton.

In summary, DCR has indicated that the proposed development of the existing site for a new DPW facility is exempt from the associated DCR regulations indicating that the Town can proceed with plans to develop the site accordingly. The site will be subject to additional permitting once final plans are developed. Per the advisory ruling from DCR, there are several special conditions which must be met as part of the development. The proposed project appears to be consistent with these special conditions. Also, there are a few items in the special conditions of the Ruling that we recommend pursuing clarification, as listed below. Weston & Sampson will contact DCR for additional information and clarification.

1. Determination as to whether the process for identifying the maximum water table for the subsurface wastewater disposal system is seasonal or if it can be determined by a qualified soils evaluator at any time (Bullet 1).
2. More information on the special conditions for storage of liquid petroleum (Bullet 2). The proposed Project includes two different systems – 1) lubricating oils in the Vehicle Maintenance operation; and 2) a fueling system to store and dispense fuel for vehicles (e.g., above-ground double walled tank with leak detection). W&S will confirm that DCR understands that there are two systems, and that both are permissible on the site.
3. DCR's requirements regarding how the percentage of impervious ground is calculated (Bullet 6) – W&S will confirm that DCR understands the entire parcel is part of the impervious calculations.
4. More information regarding the DCR's listing of a sewage rate limit and how it applies to the proposed Project (Bullet 7).



*Division of Water Supply Protection
Office of Watershed Management
Wachusett/Sudbury Section*

WA2023-012

5/24/2023

Weston and Sampson
Anthony J. Wespiser, PE
55 Walkers Brook Drive, Suite 100
Reading, MA 01867

*RE: REQUEST FOR ADVISORY RULING - WATERSHED PROTECTION ACT [313 CMR 11.00]
107 Holden Road, Paxton
Assessor Map 25, Parcel 32*

Dear Mr. Wespiser:

The Department of Conservation & Recreation (DCR), Division of Water Supply Protection has reviewed the Town of Paxton's proposal for the replacement of the existing Public Works facility with a new facility as described in your letter dated April 12, 2023 and depicted on your plans entitled, "Conceptual Materials & Layout Plan" dated 1/28/2020. The Division has determined the project as proposed **is exempt from the provisions of the Act. However, a Request for Watershed Determination of Applicability (WsPA Form 1) must be filed with the Division for review and approval once final site plans and stormwater report are developed and prior to any work occurring on the site.** Further specific information regarding this ruling and the jurisdiction of the Act relative to your lot and your proposal is included below.

Division staff have reviewed the jurisdictional areas of the Watershed Protection Act (WsPA) relative to the parcel. The division has determined that Portions of your lot are located within jurisdiction.

Shown on the attached map are the following areas of jurisdiction:

- **0-200 feet from a tributary. No alteration is allowed in this area unless eligible for an exemption or subject to a Variance Decision.**
- **200 feet -400 feet from a tributary. Certain restrictions apply to activities in this area.**
- **Floodplain. Certain restrictions apply to activities in this area.**

Not shown on the attached map: there may exist bordering vegetated wetlands subject to the Act (313 CMR 11.04(1)(e)), the exact location of which should be determined by the Paxton Conservation Commission.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
180 Beaman Street
West Boylston, MA 01583
508-792-7423
www.mass.gov/dcr



Maura T. Healey
Governor

Kimberley Driscoll
Lt. Governor

Rebecca L. Tepper, Secretary
Executive Office of Energy & Environmental Affairs

Brian Arrigo, Commissioner
Department of Conservation & Recreation

Your project is located within 200 feet of a tributary and 200-400 feet of a tributary. However, the Act provides an exemption, in areas under jurisdiction, for any Reconstruction, Extension, or Structural Change of any lawfully existing structure that existed prior to July 1, 1992 (313 CMR 11.05(2)), as long as there is no substantial change to or enlargement of that structure and there is no degradation of water quality. The Division has determined your concept plan for the redevelopment of the site does not constitute a substantial change or enlargement and there should be no degradation to water quality so long as the following conditions are followed. Therefore, the proposed activity is exempt with these conditions.

SPECIAL CONDITIONS:

1. A Request for Watershed Determination of Applicability (WsPA Form 1) must be filed with the Division for review and approval once final site plans and stormwater report are developed and prior to any work occurring on the site.
2. The following activities are prohibited within the area of jurisdiction:
 - *The placement of the Leaching Field of a Subsurface Wastewater Disposal System less than four feet above the maximum water table level as measured at the time of annual high water.*
 - *The storage of liquid petroleum products of any kind; provided, however, that an end user of such product, such as a resident in connection with normal residential use or a person responsible for supplying heat to a residence, may store a reasonable volume of such material so long as such storage is in a free standing container inside of the Structure, which Structure shall include at a minimum a foundation thereof with a poured cement slab floor or a concrete reservoir of sufficient volume to hold 125% of the tank's capacity.*
 - *The outdoor Storage of fertilizers, herbicides, and pesticides.*
 - *The use or Storage of pesticides or herbicides which carry a mobility rating as provided for by the United States Environmental Protection Agency or which have been determined by the Commonwealth using United States Environmental Protection Agency standards to pose a threat or potential threat to Ground Water.*
 - *The outdoor, uncovered Storage of manure.*
 - *The rendering Impervious of more than 10% of any Lot or 2,500 square feet, whichever is greater.*
 - *The construction of any Dwelling, including its subsurface sewage absorption system, which exceeds a density of two bedrooms per acre or any use which may generate more than 220 gallons of sanitary sewage per acre per day.*

This ruling is based solely on the activity as described in the application. Changes to the project or other proposed alterations/uses would not necessarily be exempt and an additional ruling would be needed. Please feel free to contact Bernadette DeBlander at Bernadette.DeBlander2@mass.gov or 857-303-5427 if you have any questions regarding this Advisory Ruling.

Sincerely,

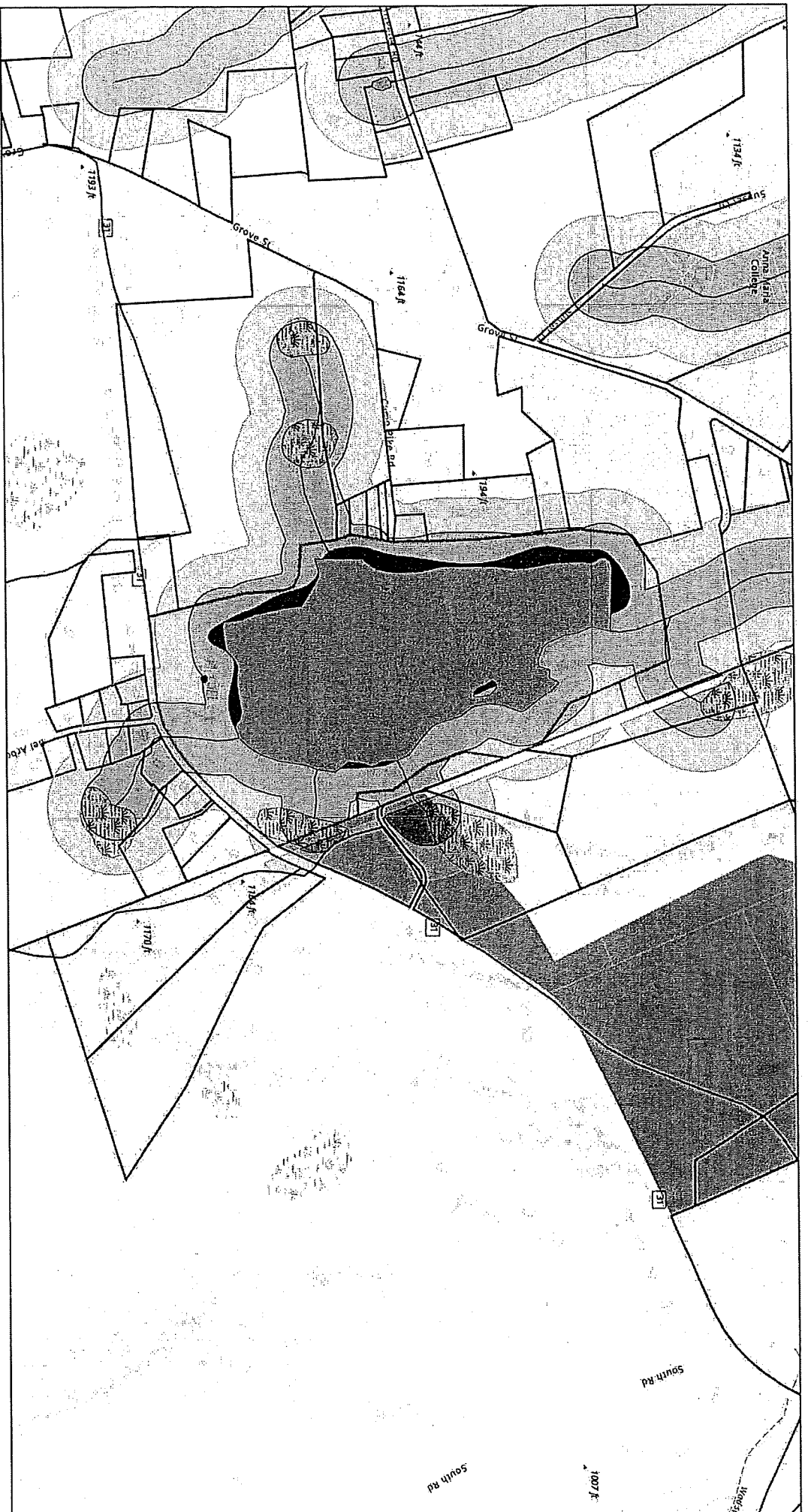
A handwritten signature in cursive script that reads "Kelley Freda".

Kelley Freda
Regional Director, Wachusett Watershed

Enclosure: Watershed Protection Act map

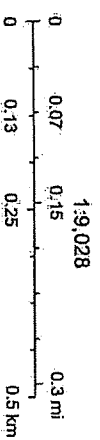
CC by email: Town of Paxton Department of Public Works
Town of Paxton Conservation Commission
Town of Paxton Planning Board
Town of Paxton Building Department

Watershed Protection Act Property Determination Map



5/22/2023, 11:14:28 AM

- DCR/DWSP Fee-Owned Land
- Secondary Protection Zone Buffer
- Watershed Boundary
- Wachusett WSPA Streams
- Wachusett WSPA Floodplains
- WSPA Buffers
- Wachusett WSPA Wetlands
- Primary Protection Zone Buffer
- WSPA Affected Parcels (2022)



Esri Community Maps Contributions, MapGIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METNUSA, USGS, EPA, NPS, US Census Bureau, USDA, Esri, NASA,

Trash Fees

FY24 Est. Expenses	\$409,506
Collection Rate	Unknown
Households	1580

	<u>Billing Rate/Month each household</u>							
	\$	21	\$	22	\$	23	\$	24
<u>Billing</u>								
Monthly Billing	\$	33,180	\$	34,760	\$	36,340	\$	37,920
Annual Billing	\$	398,160	\$	417,120	\$	436,080	\$	455,040
<u>Percentage Collection</u>								
100%	\$	398,160	\$	417,120	\$	436,080	\$	455,040
95%	\$	378,252	\$	396,264	\$	414,276	\$	432,288
90%	\$	358,344	\$	375,408	\$	392,472	\$	409,536



TOWN OF PAXTON

Julia N. Pingitore
Kirk R. Huehls
Carol L. Riches

OFFICE OF THE SELECT BOARD

697 Pleasant Street, Paxton, MA 01612

Phone (508) 754-7638

Fax (508) 797-0966

Heather Munroe
Town Administrator

Donna Graf-Parsons
Executive Assistant

Select Board meeting schedule for FY24

July 10

August 14

September 11, 25

October 10*, 23

November 13, 27

December 11, 26*

January 8, 22

February 12, 26

March 11, 25

April 8, 22

May 13, 28*

June 10, 24

*Tuesday meeting

2023/24 Split Year Calendar

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Federal holidays 2023/24

* April 15, 2024 Patriot's Day

Jul 4, 2023	Independence Day	Nov 10, 2023	Veterans Day (obs.)	Dec 25, 2023	Christmas Day	Feb 19, 2024	Presidents' Day
Sep 4, 2023	Labor Day	Nov 11, 2023	Veterans Day	Jan 1, 2024	New Year's Day	May 27, 2024	Memorial Day
Oct 9, 2023	Columbus Day	Nov 23, 2023	Thanksgiving Day	Jan 15, 2024	Martin L. King Day	Jun 19, 2024	Juneteenth



TOWN OF PAXTON

Julia N. Pingitore, Chairman
Kirk R. Huehls, Vice Chair
Carol L. Riches, Clerk

OFFICE OF THE SELECT BOARD

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Phone (508) 754-7638

Fax (508) 797-0966

Heather M. Munroe
Town Administrator

Donna Graf-Parsons
Executive Assistant

May 30, 2023

The Honorable Anne Gobi
Massachusetts State Senate
24 Beacon St., Room 413-A
Boston, MA 02133

The Honorable Kimberly Ferguson
Massachusetts House of Representatives
24 Beacon St., Room 124
Boston, MA 02133

Dear Senator Gobi & Representative Ferguson,

On behalf of the Town of Paxton's Select Board, we are writing to you today in support of the Wachusett Regional School Committees Resolution of April 27, 2023. The Town and School District encourage the Legislature to amend MGL c.70B, §7 by removing the \$800,000,000 grant funding cap, and for the Massachusetts School Building Authority to reinstate the Accelerated Repair Program for 2024 applicants and to allow public preschools to be included in the Accelerated Repair Program & Core Program.

The Wachusett Regional School District provides education for nearly 7,000 students across 13 buildings in the towns of Holden, Paxton, Princeton, Rutland and Sterling. Our students and staff rely on facilities with aging roofs, windows and boilers, all of which were anticipated candidates in the Accelerated Repair Program. Given the delay in the program, it causes an application backlog among the Commonwealth's existing log of building needs.

As a community, we rely on the financial support of the state to help fund facility needs through this valuable program. We thank you for your assistance, dedication and diligence to the residents of your district.

Sincerely,

Julia Pingitore
Chair, Paxton Select Board

Cc: Scott Runstrom, Chair of Wachusett RSD School Committee
Dr. James Reilly, Wachusett RSD Superintendent

SELECTMEN LIAISON ASSIGNMENTS FY 2024

<u>Julia N. Pingitore</u>	<u>Kirk Huehls</u>	<u>Carol L. Riches</u>
<u>Chairman</u>	<u>Vice-Chairman</u>	<u>Clerk</u>
Police Department	Highway Department	Fire Department / Emergency Manager
Town Counsel	Building Department /Inspectors	Historic District Commission
Wachusett Regional School District/Bay Path Vocational High School	Planning Board	Conservation Commission
Representative & Senators	Water Board	Recreation Commission
Town Hall Personnel	Communication & Cable Committee	Capital Improvement Committee
Board of Health / Hazardous Waste	Central Mass Regional Planning	Finance Committee
Paxton Center School Council	Cemetery Commission	Council on Aging
Assessors	Zoning Board of Appeals	Library
Light Department	Economic Development Committee	Historical Commission
Anna Maria College		Town Hall Renovation Committee

Appointment

Elected

Committee:	PAXTON ECONOMIC DEVELOPMENT COMMITTEE (EDC)
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Appointed by:	SELECT BOARD
Members:	
Length of Term:	1 YEAR
Charge Approved:	
Charge Amended:	

Mission

The mission of the EDC will be to seek to improve the community's quality of life through an expanded local business base that respects and contributes to Paxton's community character and improves the economic well-being of all its residents.

Economic development policies will seek to create local servicing of resident's needs, increased local employment opportunities, and other benefits that have been identified by the community. Paxton will seek to create a supportive environment for local businesses and mutually supportive relationships among businesses, residents, and Town government.

Economic development efforts will be planned to avoid or mitigate impacts that would detract from Paxton's character and rural setting. Business development and expansion should contribute to community life and serve community needs, fit in Paxton's small town setting, be environmentally friendly, not strain local service capacity, and build upon and foster Paxton's special attributes, which include:

- Small rural atmosphere
- Route 56, Route 122, Scenic Byways, and easy access to Worcester
- Open space and undeveloped land
- Low tax rate and affordability
- Proximity to business activity in Worcester and neighboring communities.

Membership:

Seven voting and two non-voting members, to include:

4 Town Business Owners (Agricultural/Farm; Retail; Home Office; other);

2 Residents

1 Planning Board Member (Ex-Officio)

1 Town Administrator (Non-voting)

1 Finance Committee Member (Non-voting)

Deliverable(s):

Study of Current Businesses in Town – completed by June 30, 2023, to include:

- a. Compiled list of all businesses (in home/store fronts) in Town

- b. Surveys and Interviews of all business owners, to include, at minimum (years in town, what is going well in Paxton, what roadblocks that have ran into)
- c. Survey of Town's residents to include what services they purchase in Paxton, what services they purchase in near by towns, what services they wish to see in Paxton.

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

June 12, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

Finance Committee – Finance Committee has a few openings. This is an excellent role for a Town Resident who is interested in learning more about the Municipal Finance Process. The busy season for individuals in this role is usually the spring months leading up to Town Meeting. These positions are appointed by the Moderator. Please see the Town's website for more information.

See the Town's Website for all openings and how to submit a letter of interest.

COMMUNITY HAPPENINGS

Check out the Town's Website for the latest programs.

Historical Commission – The Historical Commission will be resuming their open house Saturdays from 9 -10:30 am on the 2nd Saturday of each month starting on June 10th. On June 24th at 7pm the Historical Commission will be hosting a History at Play, "Revolution of her Own – story of Deborah Sampson" at the Senior Center.

Paxton Days & Summer Jam – This year the Town has a fun filled day planned for Saturday, June 17th from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at dparsons@townofpaxton.net.

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

July 13 th	The Midnight Riders www.facebook.com/themidnightridersbandma
July 20 th	Donna Lee and the Crooked Ledge Band https://www.donnaleeentertainment.com/
July 27 th	Paul Courchaine

<https://www.facebook.com/paulcourchainemusic/>

Aug 3rd ASB Band
www.ambientsojourn.com

Aug 10th Petty Larceny Band
www.petty-larceny-band.com

Aug 17th Paxton Crossing
<https://www.facebook.com/PaxtonCrossing>

DEPARTMENTAL UPDATES

IT

This month the IT team has responded to a few reports of potential scams showing up on employees computers when they have a browser open. All employees were notified and informed on appropriate steps.

FINANCES

Grants

Applied for Grants Update:

Community One Stop – On the Town’s behalf, Tata & Howard, our consultants, applied for the Mass Works amongst a myriad of other available grants under the States Community One Stop Program for West Street. We do not expect to have a response until October.

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 December, no word yet.

Active/Status Update:

Combination Dynamic Speed Feedback and School Zone Speed Limit Sign Assemblies (Delivery Phase 2 for Municipal Roads) – The DPW received a grant from Mass DOT to install electronic signage for speed limits on West Street.

Community Compact (IT) Grant – Grant funds were awarded in December in the amount of \$115,000 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.

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

DFS Firefighter Safety Grant – FD was awarded for \$15,500 for a grant for turnout gear which they applied for in October.

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

Hazard Mitigation Planning Grant – We received approximately \$4,455 in a reimbursable grant to update the Town's Hazard Mitigation Plan. – In Progress

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.

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

Shared Streets Grant- In Progress.

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

State Earmark of Funds – The unofficial working group will be meeting next week with CMRPC to get the zoning bylaw rewrite project, funded by earmark, up and running.

United Way – The Recreation Department applied for and were awarded funds in the amount of \$5000 for additional after school/out of school programming.

Wachusett Reservoir Watershed Salt Reduction Grant – We were awarded the 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:

Active:

- **Tivnan Field Lights** – A pre-bid conference was held on June 1st and an addendum was issued last week. The bid opening date was extended until June 21st at 12 noon.
- **Paving Contracts FY24** – The IFB for the FY24 paving contract work has been issued and bids are due on Wednesday, June 21st at 12 noon.

- **Line Painting FY24** – The solicitation for quotes for the FY24 Line Painting contract work has been issued and bids are due on Wednesday, June 21st at 12 noon.
- **IT Services FY24** – The solicitation for quotes for FY24 IT contracted services has been issued to at least three vendors and responses are due back Friday, June 16th at 4 pm.

To do:

- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Town Common area drainage
- ✓ Well Pump - Recreation

JOB OPENINGS

Police Officer – There is one opening for a police officer.

Municipal Custodian – The position for Municipal Custodian has been advertised in the Landmark, the Town's website, and Indeed.com. This is the position for a new part-time 19-hour per week custodian for FY24 for the Town Hall, Public Safety, COA, and DPW buildings. We hope to have a person hired by the end of July, if not sooner.