

# **Town of Paxton Board of Selectmen**

## **Regular Meeting Minutes**

**Monday, March 22, 2010**

Members Present: Fred Goodrich, Chair,  
Bill Trotta, Vice Chair  
Peter Bogren, Jr., Clerk

Charles Blanchard, Town Administrator

Attendees: See attendee list

The Chairman called the meeting to order at 7:00 pm.

### **Meeting Minutes**

- **Motion (WT) seconded (PB) to accept the Regular Meeting Minutes of March 8, 2010. Unanimous all in favor.**

### **Town Clerk – Susan Stone**

(SS) stated that the hours allocated to this position were less than last year. In 2009 there were a Town Clerk (10) and an Assistant (19) as well as Senior Aid.

- (SS) states she is putting in more than 26 hours a week. There has been 3 new State Mandates that have significantly increased the workload.
- (SS) provided information of hours allocated to the position by other area towns and said that she would like 30 hours for her position plus 5 hours for an Assistant.
- (PB) estimated that this would add an additional \$12,000 to this budget.
- (SS) stated that she would like Dog Program software to register the 400 dogs we have in town, feels it would increase efficiency. Also looking to purchase a scanner.

### **Elections FY11 Budget**

- Discussed the cost of the voting machine maintenance.

### **Registrars FY11 Budget**

- (SS) requesting a further \$500 for Registrars; as increased hours due to certification of signatures.

### **Tree Warden – Adam Smith**

- (AS) provided maps for the BOS depicting the areas where stumps, trimming and tree

removals need to take place.

- (AS) stated that there are 60-70 critical stumps and trees that need removing.
- (AS) was asked what amount of money he would need to do the critical work, in light of the budget being so tight this year. (AS) responded \$20,000.
- (CB) pointed out that the DPW did identify stumps that needed removing after the 2008 ice storm and did take care of them.
- (CB) said that he was trying to understand whether the work that (AS) is stating that needs doing now is still part of the ice storm damage.
- The BOS agreed to take under advisement.

### **Emergency Management**

- (WT) would like to create the Department of Emergency Management, mandated by NIMS, would like to see this department on an equal footing as the other departments.
- (WT) once department established, they are going to work on CERT Program, Website, Training Sessions and Public Awareness.
- (WT) if there is no program in place, we cannot apply for Federal Funds, we now have a fully committed Emergency Manager.
- (WT) Emergency Manager has the main power in an emergency, and needs credibility, by being a department.
- Discussed the role of the previous Emergency Managers and the work that they had undertaken for the Town.
- Charlie Bolster, Emergency Manager stated that his goal was to educate the Town; first planned Cert Team educational class is April 13<sup>th</sup>.
- Charlie Bolster stated that he could within the current budget.
- (PB) stated he had no problem with creating a department if it had no financial impact.
- **Motion (WT) seconded (FG) to create the Department of Emergency Management for the Town of Paxton.**
- Charlie Bolster had met with AMC and learnt that any future emergency shelter for the Town would be in the Gym, and would be secure, food would be served to students and the then residents in the shelter at separate sittings.

### **Forms of Government**

- (PB) stated that he had requested this as an agenda item to ask where the BOS are going with this. (PB) wanted to know what concerns (FG) had about this?
- (FG) responded that he did not feel that they were ready for a strong Town Administrator and that he did not want to see the Town Accountant reporting to the Town Administrator without any involvement from the BOS.
- (FG) continued that it was difficult to assume that there were people in Town that could move into elected positions and for that reason would like to see the Collector/Treasurer position as appointed.
- BOS agreed to bring the subject back up at a future meeting.

### **Auditors Management Letter**

- (FG) stated that several items same as previous years. Would be a good idea to sit with Town Accountant, Town Administrator and Treasurer to discuss.
- (CB) stated that the Chart of Accounts have now all been completed this year.
- The Library Trust funds were discussed, these should now be correct.
- (CB) stated that we need to follow up to see if all accounts are in the flow through the Treasurer's office.
- Research is still needed to differentiate between trust accounts and gift and grant accounts.

### **Police Chief Contract**

- (FG) need to select a date to discuss the Police Chief's contract, currently working under the extended 2009 contract.

### **FY11 Budget**

- (FG) stated that they would be meeting with Finance on March 24, 2010 and with WRSD on April 1, 2010.
- (CB) stated that if WRSD apply the returned transportation funds to FY10, the Town would be looking for an additional \$38,000 for FY11.
- Jack Malone asked whether the Town had spoke with non-profit organizations in Town regarding PILOT.
- (FG) stated that he had had a brief conversation with AMC and Worcester County Memorial Park.

## **Town Administrators Update**

### **CMRPC**

- Chief Desrosiers and Chief Conte attended the CMRPC meeting on Regional Dispatching, this was the same presentation as the one (CB) attended in September.

### **9 Elm Street**

- Town Counsel has provided information needed in order to connect 9 Elm Street with the Worcester sewer system to the person who made the enquiry.

### **10 West Street RFP**

- 2 RFP packages on the lease of 10 West Street have been taken out. Proposals are due March 30, 2010.

### **Bulletin Board**

- As we move into the season for requests to use the outdoor bulletin board, BOS should consider a policy for both this and for free standing signs outside the Town Hall and on the Common.
- BOS reviewed proposed policy provided by (CB) and will finalize next meeting.

### **1995 CMRPC Report**

- (CB) has met with two consultants on the Town Centre traffic issue.
- Two consultants provided preliminary proposals of \$10,000 and \$13,000.
- Arthur Frost, Masshighway stated that changing the configuration of the center traffic would be challenging and possible \$1-\$2 million and a 15% designer fee.

### **Master Plan Implementation Committee**

- Resignation received from David Ryan, open committee position will be advertised.

### **Other Business**

- (FG) asked that the BOS vote on him being considered a Special Municipal Employee under §S268A §20d, as he has applied for the Council on Aging Directors position.

### **Motion (WT) seconded (PB) to approve (FG) as a Special Municipal Employee. (FG) excused.**

- (PB) stated that he had been asked by the Town Clerk to thank everyone who had returned their Town Census, and asked that those who have not, to return them as soon as possible.

### **Correspondence**

- The Capital Improvement Committee has informed the BOS that the only item to be funded FY11 is a Police Cruiser for \$23,098.
- **Motion (FG) seconded (WT) to approve and place on the ATM warrant. Unanimous**

all in favor.

- Motion (FG) seconded (PB) to reconvene meeting on Wednesday, March 24<sup>th</sup> to tour areas that the Tree Warden had outlined for trimming, stump and tree removal.  
Unanimous all in favor.

**FY11 Budget Review (votes per attached)**

- Motion (FG) seconded (PB) to give a 2% compensation increase to employees.  
Unanimous all in favor.

**Motion (FG) seconded (WT) to adjourn meeting at 10:25PM.**

**Reconvened meeting Wednesday, March 24, 2010 at 2:30pm**

(PB), (WT) and (CB) met with the Tree Warden, and toured Richards Ave, Maple Street, Asnebumskit and Route 56.

Meeting adjourned at 3:00pm

Respectfully submitted,

Carol L. Riches  
Administrative Assistant