

Town of Paxton Board of Selectmen

Regular Meeting Minutes

Monday, May 10, 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.

Rick Trifero – Building Inspector and Zoning Enforcement Officer

- (FG) stated it was an opportunity for (RT) to provide information to the new BOS of his working procedures.
- (RT) stated that as the Building Inspector he has to enforce the Mass State Building Code 7th Edition – this is a Uniform Building Code. As the Zoning Enforcement Officer, zoning is under 40A and he adheres to local ordinances unique to Paxton.
- (RT) gave an overview of the permitting procedure from the homeowner or contractor taking out a permit to his review and authorizing a permit and finally a certificate of occupancy, use or completion.
- (RT) explained that he communicates the most part via email, that leaves a paper trail of the action taken, but can be faxed or phoned
- (PB) asked if they could pause to accept the minutes from the April 26, 2010 meeting, as he wanted to read an extract from them.
- **Motion (PB) seconded (WT) to accept the Regular Meeting Minutes of April 26, 2010. Unanimous all in favor.**
- (PB) read “ there had been complaints of not having projects inspected in a timely manner and that there was no daytime contact with the Building Inspector, and no office hours. All communication is done through email”.
- (RT) responded that his vocation is construction and inspections have to be timely, to keep the project timely. He is available weekends, evenings, holidays and early morning. He can be reached via email, phone or fax. He finds visiting the site of the work most productive.

His philosophy is not to have things misunderstood.

- (WT) asked if there is a recorded timeline.
- (RT) responded that the emails act as that, everything is recorded on the file cover of the project.
- (RT) The Certificate of Completion etc. is the final inspection and the TSC and Assessor is informed of this and fees are requested.
- (RT) Incumbent on the owner to inform him when the project is ready for the final certificate.
- When asked about the open files, (RT) stated that he needs to look into these and is trying to determine the best process.
- (FG) asked if he had a target date?
- (RT) Trying to determine the best approach.
- (CB) stated that we had student helpers in and they recorded the 2003 and 2004 open files, these had been passed along to (RT) and asked (RT) how many were still open, 20 or so for each year?
- (RT) responded that it was in that range. This is because the homeowner hasn't called for the final inspection.
- (WT) responded that we are being more lax than the homeowner.

Town Service Coordinator

- Received a letter from Nancy Wilby, Town Service Coordinator that she will be retiring July 1, 2010.
- (CB) stated that they are running an ad tomorrow and that the job description has been reviewed and updated.

Paxton Lions Request

- Paxton Lions would like to have a table outside of the Town Meeting Room to provide information on their organization and serve free coffee. (FG) stated that he had spoke with the Town Clerk and she had concerns with spills and the clean up needed. The Moderator believes that the Town meeting will see light traffic and that he is seeing coffee served at many other Town meetings. Suggested that no coffee be served once the Moderator calls the meeting to order.
- (WT) added that the Lions Club should do the clean up and that any spills be cleaned up by the Custodian, (WT) to contact the school to see if they are in agreement.

- Motion (FG) seconded (WT) to allow subject to (WT) contacting the school for their approval. Unanimous all in favor.

Meeting Minutes

- Motion (WT) seconded (PB) to accept the Executive Meeting Minutes of April 26, 2010 with one amendment . Unanimous all in favor.
- Motion (PB) seconded (WT) to accept the Regular Meeting Minutes of May 3, 2010. Unanimous all in favor.
- Motion (PB) seconded (WT) to accept the Executive Meeting Minutes of May 3, 2010. Unanimous all in favor.

Town Administrators Update

Schedule of Board of Selectmen Meetings

- Monday, May 24, 2010, Monday, June 7, 2010, Monday, June 21, 2010, Tuesday, July 6, 2010, Monday, July 19, 2010, Monday, August 2, 2010, Monday, August 30, 2010.

Lease of 10 West St

- No proposals received.
- BOS discussed how this building could be utilized. Could be used for the storage of the files currently in the Town Hall basement. The humidity is not as severe in 10 West Street, so may not need a costly dehumidifier. (WT) suggested using as an office for the BOS.

CMRPC

- Mass Highway has agreed to review the traffic count numbers around the Town Common after they are done by CMRPC this year to see if any low cost improvements such as stop signs can be made.

Regionalization Advisory Committee

- The report of the Regionalization Advisory Committee was released last week. This was emailed to all departments and will be the topic of the next Managers meeting.

Correspondence

- St. Columba request use of the Common on June 5th between 9am and 1pm to collect bottles and cans as a fundraiser for the parish teens retreat.

Motion (FG) seconded (WT) to allow. Unanimous all in favor.

Town Administrators Evaluation

- (FG) Stated that he had compiled the evaluation of the BOS and sat with (CB) to review.
- (FG) Marking for (CB) was 67.7 out of 80, which fell into the excellent category. There was nothing adverse in the evaluation. This was a score of 4 up on last year's evaluation.

- (WT) Stated that they are still looking for a little better reporting, (CB) asked for guidelines of what they are looking for. Added that (CB) had done a very good job and that he has a better repertoire now that (WT) is in the Town Hall more.
- (FG) stated that (CB) had gathered more knowledge of bylaws etc. and attends many meeting. Does tend to talk down to people at times. He said that he had commented that (CB) had not had new ideas but was reminded of the "Water Filtration Plant, the organizational changes and the work that he has done on the Masterplan.
- (FG) is generally prepared for meetings, presents well, and represents the Town very well.
- (PB) added that (CB) is a tremendous help.

Other Business

- **Motion (FG) seconded (PB) to sign the warrant for the Annual Town Meeting. Unanimous all in favor.**
- **Motion (FG) seconded (WT) to adjourn the Regular meeting at 8:15 and go into Executive Session under MGL Chapter 39, S.23B item 3 to discuss non-union contract.**
- **Motion (WT) seconded (FG) to adjourn the Regular Meeting at 8:55pm. Unanimous all in favor.**

Respectfully submitted,

Carol L. Riches
Administrative Assistant