

**Town of Paxton**  
**Board of Selectmen**  
**Regular Meeting Minutes**  
**Monday, March 7, 2011**

Members Present: Fred Goodrich, Chair  
William A. Trotta, Vice Chair  
Peter Bogren, Jr., Clerk  
  
Carol L. Riches, Town Administrator

Attendees: see Attendee List

The Chairman called the meeting to order at 7:04pm.

**Mutual Aid Agreement**

- Fire Chief, Jay Conte was present at the meeting to discuss the Fire Departments role in the Mutual Aid Agreement presented by MEMA. A Mutual Aid program for Fire was already adopted on April 23, 2002 by the Town of Paxton. The Public Safety Mutual Aid is the same law and material as the Fire, but it encompasses everyone. Just to be reminded that the towns are responsible for their own employees and equipment.
- (WT) spoke on the Police Mutual Aid. The Massachusetts Police Institute was contracted to put a plan together for catastrophic events. (WT) was part of putting this plan together and feels that it is a positive plan with no down side to the program.
- Jay Conte emphasized that you want to make sure that all part time personnel that would be involved are onboard with what the program entails.
- Chief Desrosiers did not attend at this time, because he would like to look into it a bit more, and obtain some further details.
- Michael Putnam was also unable to attend, however did provide a written statement.

**Meeting Minutes**

- **Motion (FG) seconded (WT) to accept the February 15, 2011 Regular Meeting Minutes. Unanimous all in favor.**
- **Motion (FG) seconded (WT) to accept the February 22, 2011 Regular Meeting Minutes with amendments as noted. Unanimous all in favor.**
- **Motion (FG) seconded (WT) to accept the February 22, 2011 Executive Meeting**

**Minutes with amendments as noted. Unanimous all in favor.**

- **Motion (FG) seconded (WT) to accept the February 25, 2011 Regular Meeting Minutes with amendments as noted. Unanimous all in favor.**
- **Motion (FG) seconded (WT) to accept the February 28, 2011 Regular Meeting Minutes. Unanimous all in favor.**
- (FG) All Light Department warrants will come through the Board of Selectmen for review. If there is an objection taken there is time to put it in writing, and have it corrected. A problem only occurs if you hold up the entire warrant, but if it is reviewed immediately there is still be time to have it corrected in order to be processed in a timely manner.

### **Town Administrators Update**

- (CR) Reviewed a written policy in regards to the posting of meeting agendas. **Motion (WT) seconded (FG) to accept the Meeting Posting Policy dated March 7, 2011 effective immediately. Unanimous, all in favor.**
- An amendment to the school lease agreement has been provided by WRSD. **Motion (FG) seconded (WT) to accept the Revised Section 7.3 of the School Lease Agreement between the Wachusett Regional Scholl District and the Town of Paxton. Unanimous, all in favor.**

The Town Clerk has requested that the Board of Selectmen accept that the following positions will be placed on the ballot for the May election. **Motion (WT) seconded (PB) to accept placing one open position for the Planning Board and one for the Assessors office on the ballot for the May election. Unanimous, all in favor.**

(FG) questioned where the Town Clerk learned of this recent policy?

### **Review Auditors Report**

- (FG) In reviewing the auditors report there needs to be further discussions with the Town Accountant in regards to the GASB program.
- (FG) Concerned that all cash transactions are being handled properly with the Recreation Program.
- (FG) The library trust funds need to be dealt with. (CR) The problem is that these are old trust funds that were set up with no direction.

(PB) There is a hearing tomorrow at the State House at noon

(FG) There is a legislative breakfast Friday morning if anyone can make it.

## **Budget review**

- Account 1145 – Treasurer's budget is requesting an increase to the Assistant Treasurer (Rosemary Buckley) position. The Treasurer (Deirdre Malone) has completed an evaluation on Rosemary to support the request for the increase. The increase will be to add 5 hours a week to the schedule and an increase of \$.90 per hour to her rate.
- Account 1146 – Collector's budget is requesting an increase of \$6,000 to the salary for the Tax Collector (Deirdre Malone). However this is an elected position so the increase either needs to be voted on as part of the town budget or put forth in an article at Town Meeting.
- Account 1161 – Town Clerk's budget is requesting an increase for the dog license program and in supplies.
- Account 1162 – Elections budget is requesting an increase for the voting machine in order to maintain and program them.
- Account 1163 – Registrar's budget – an increase is being requested so that the street listing and the voter census can be sent out of house to be done. If that is not approved then an increase to the registrar's pay is requested to handle the work in house. Finance only approved a flat budget.
- Account 1192 – Public Buildings – an increase has been requested in order to update 10 West Street in order to utilize the building for town committees and boards to meet.
- Account 1210 – Police – A 2% increase has been voted on for the sergeants and patrolmen, but decision has not yet been made for the secretary or the dispatch. (FG) Concerned about the amount budgeted for gasoline with the recent increase in prices. The police need to refigure their budget for gas based on \$4.00 per gallon. Gasoline line item should be increased to \$23,280. All departments with a budget for gasoline should recalculate the amount using \$4.00 per gallon.
- (WT) Questioned how much revenue do we get from the Police Department in moving violations? (CR) Will find that information out.
- Account 1421 – DPW budget – The DPW Superintendant (Michael Putnam) will receive a 5% increase to his salary for all three positions that he holds. **Motion (FG) seconded (WT). Unanimous, all in favor.**
- Account 1423 – Snow & Ice budget - This budget has managed to hold up this year, however the catch basins are an issue. There is not a proper mapping system in place that shows where all the catch basins are, so that they can be cleaned out when necessary.
- Account 1291 – Emergency Management – Requesting an increase in the salary. (WT) An increase is needed for this position in order to appropriately run the program. Charlie Bolster currently holds this position, and would like to relinquish the position due to the lack of time that he can dedicate to the position. There has been a salary increase requested

for the Senior Deputy Director as well. (WT) The \$3,000 in the budget for radios can be taken out, because the money is coming to us through a grant. (WT) Again expressed that the amount of work that goes into this position goes beyond the grants and meeting and phone calls. It is a comprehensive position that needs to be compensated. (FG) In looking ahead we need to go in the direction of making this a more complete position. (WT) A Regional Emergency Management group is the way that this process should be handled. This way if there is an emergency you have a group that is working through it and not just one individual.

- (FG) Would recommend a COLA increase of 2% to the town employees and elected members.
- (CR) Distributed a preliminary budget for FY2012 from WRSD (FG) Would like to meet with school Superintendant Pandiscio to convey what the town's deficits are. (FG) Check to see if Rutland has had any success in setting a date for the Regional Selectmen's Meeting that they requested.

#### **Dog Complaint – 1 Wilde Wood Drive**

- The registered letter that was mailed to the Dworman's in regards to restraining the dogs on this property was returned to the Town Hall. (FG) will talk to the Police Department to see what is the best legal way to handle this situation. The letter that was sent to the Dworman's was read at the meeting.

#### **Building Inspector**

- (FG) Inquired as to how the Building Inspector is doing with the process of closing out old permits and cleaning up items that have not been worked on for some time.

#### **Next meeting scheduled for Monday, March 14, 2011 at 7:00pm**

#### **Adjourned Meeting at 9:40pm, Unanimous all in favor**

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant

Documents from the Meeting:

Town Administrator's Update – File in Town Administrator's Update Folder

DPW Mutual Aid Statement with meeting minutes

MEMA document on Mutual Aid in office file

WRSD Preliminary FY2012 budget with meeting minutes