



Town of Paxton  
Board of Selectmen  
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## **Regular Meeting Minutes**

**Monday, September 19, 2011**

Members Present: William A. Trotta, Chairman  
Peter Bogren, Jr., Vice Chairman  
John F. Malone, Clerk  
  
Carol L. Riches, Town Administrator

Attendees: Attendee List

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

### **Anita Fenton**

- **Motion (WT) seconded (JM) to appoint Anita Fenton to the Cultural Council. Unanimous, all in favor.**

### **Paula Mathieu**

- **Motion (WT) seconded (JM) to appoint Paula Mathieu to the Board of Registrars. Unanimous, all in favor.**

### **Laptop Computers and Cell phone**

- **Motion (WT) seconded (PB) to open discussion on purchasing laptops and cellphone for the Board of Selectmen members. Unanimous, all in favor.**
- (WT) In purchasing laptops and cellphone it would allow us to be more efficient with the work we do, and would cut down on paperwork, and bring us up to speed. This would then get passed onto the next member. These items would stay with the position and not the person, so that the next person to take over would already have all of the history available to them on the system.
- (JM) At this point in time the cost for this is prohibitive. I am for this at some point in the future, but the way things are we don't have the money to spend.
- (PB) This idea makes all the sense in the world, but I am concerned about where the money is coming from. During the hurricane when we were trying to get on the system at the Public Safety Complex, we had a number of issues, and we do need to move forward on this, but I am concerned about how to fund it.
- (WT) If someone would like to donate a laptop to the Town it would be very

beneficial.

- **(JM)** This should be considered for the next budget.

### **New hire credentials**

- **(WT)** I have all the confidence in our Department Heads when it comes to hiring new employees, but I would like the opportunity to be able to review the backgrounds of our new hires. **Motion (WT) seconded (JM) to have new hire credentials provided at least two weeks prior to an individual's appointment, for the Board of Selectmen to review. Unanimous, all in favor.**

### **Meeting Minutes**

- **Motion (JM) seconded (WT) to approve the Meeting Minutes from August 29, 2011. Unanimous, all in favor.**
- **Motion (PB) seconded (JM) to approve the Meeting Minutes from September 12, 2011. Unanimous, all in favor.**

### **Special Town Meeting**

- **(CR)** Local receipts are lower than what was estimated. Motor Vehicle excise is down 30,000, which contributed largely to the 47,000 deficit. The DOR has informed us that they will not be accepting any increases on local receipts for FY2013. We are going to request funds from the Overlay Surplus to go into the Free Cash account to cover this. The timing on this is quick because we need this to set the tax rate. We are looking at a meeting date of October 13, 2011. **Motion (JM) seconded (PB) to have a Special Town Meeting on Thursday, October 13, 2011 at 7pm. Unanimous, all in favor.**
- **Motion (JM) seconded (PB) to open the warrant for the Special Town Meeting. Unanimous, all in favor.**
- **Motion (JM) seconded (PB) to close the warrant for the Special Town Meeting next Monday, September 26, 2011. Unanimous, all in favor.**

### **Shutters on the White Building**

- **Motion (WT) seconded (JM) to put this matter before the Local Historic District for discussion before the Board of Selectmen make any decision. Unanimous, all in favor.**

### **Chapter 90**

- Forms signed by Board of Selectmen

### **Tree on the Common**

- **(WT)** Would like to appropriate the money so that when we find a tree it can be purchased. **Motion (WT) seconded (JM) to open discussion on purchasing the tree**

**from Rutland Nursery. Unanimous, all in favor.**

- (PB) Would like for us to talk to Hank from Pleasant View Nursery and work with a local business to purchase the tree.
- (CR) I spoke to Hank today and they can only provide a 12 foot tree. They would not have a 15 foot tree available until the spring.
- (WT) Make sure we have a maintenance schedule with DPW to take care of the tree.
- (PB) Make sure we are getting a warranty with this tree.
- (JM) Would there be a better spot to locate the tree on the common for the best survival of the tree? If it is in a different location then we need to verify this with the Historical Commission.
- **Motion (JM) seconded (WT) to purchase the tree for the common from Rutland Nursery. (PB) Opposed.**

**Nanigian Road**

- (WT) The town runs on taxes and we should not start taking property that is of no value to the town and loss the tax base on it. I am not in favor of taking this land.
- (PB) I agree with not taking this particular piece, but I do not want to discourage others from donating in general. We should take these on a case by case basis.
- **Motion (PB) seconded (WT) to pass on the donation of land on Nanigian Road with our thanks. Unanimous, all in favor.**

**Municipal Representative**

- Meeting to be held on October 12, 2011 for the election of the Municipal Representative for negotiations. John F. Malone will attend this meeting.

**Electronic sign**

- (PB) Where is the electronic sign currently located? (CR) It is with the DPW and will be used to announce the flushing of the water lines.

**Electronic signals**

- (WT) Send a letter to Mass Highway to thank them for painting the electronic signals.

**Street signs**

- (WT) Does DPW have a schedule to replace signs that are in need?
- (PB) We just need to remember that this is one of the first line items that we cut every year from the DPW budget.

**Letters of Thank you**

- (JM) I would like to congratulate the DPW for a job well done on the recreation fields. Please send a letter to thank them.
- (JM) A letter of thank you should go to Kathy Card for putting together a nice family evening with the Friday movie night.

### **184 Grove Street**

- (CR) Will check to see when the stop sign and other work that is slated for the end of Maple Street will be completed.

### **Paper work for new hires**

- (JM) There has been a problem with getting all the proper paperwork in place prior to new employees starting work. We need to make this a requirement that paperwork is in place prior to new hires starting.

### **Town Administrators update**

1. I discussed further with the Administrative Assessor her procedures for gaining entry into resident's properties. We agreed that when appointments are made by the Fire Inspector he will ask the resident whether the Assessor can accompany him. Entry will only take place with the agreement of the homeowner. (WT) Was this checked with Peter Dawson? If Peter says that it is OK then we can.
2. As requested we have written to the owner of 0 Nanigian to ask that they consider a survey of the property. In addition we have received the attached determination from the Building Inspector. He is of the opinion that by all intents it is considered a buildable lot but a determination of the percentage of wetland would be required to actually build on the property. Do you wish the Conservation Commission to conduct this assessment at this stage?
3. We received the attached letter from MEMA regarding the costs associated with Hurricane Irene. As requested we have submitted the initial assessment documents. Briefing meeting will be arranged in due course to provide information on requesting 75% reimbursement of our total costs. For Paxton this was approximately \$8,000 including the Light Dept.
4. We submitted a grant application to Mass Works on September 16, 2011 to seek funds to repair the Davis Hill Road Culvert. One of the questions on the application was whether the Board of Selectmen had voted to accept state funds for the project. As a formality will you please take the following vote:  
**Motion (JM) seconded (WT) The Board of Selectmen hereby accepts any funding that is available from the State to make the necessary repairs to the Davis Hill Road Culvert. Unanimous, all in favor.**
5. After several months of looking at the different vans available to the Council on Aging, we decided to go with a Dodge Caravan to replace the current van. The model we choose was under \$25,000 so a formal bid was not necessary.  
**Motion (JM) seconded (WT) to accept not having to go out for a formal bid due to the purchase price being under \$25,000. Unanimous, all in favor.**

### **Grant Writing**

- (JM) Are there any grants out there for the town?
- (CR) We usually do not qualify because they look for low income.
- (JM) Would we be interested in looking into getting a grant writer to assist us in this area?
- (WT) On the payment end of it we could pay a grant writer a percent of the grant, or perhaps look at a regional position.
- (JM) I don't think that you can pay on a percentage basis.
- (CR) Eva Ryan works well in writing grants for the Police Department.
- (PB) We would need more information about the payment part of this before proceeding.
- (WT) Contact MMA to see what other communities are doing this.

**Next meeting scheduled for Monday, September 26, 2011 at 7:00pm**

**Adjourned Meeting at 7:53pm, Unanimous all in favor**

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant

### **Documents filed with Meeting Minutes:**

None

### **Documents from the Meeting filed in BOS office:**

Town Administrator's Update