



Town of Paxton
Board of Selectmen
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Regular Meeting Minutes

Thursday, January 31, 2013

Meeting Location: John Bauer Senior Center 17 West Street, Paxton, MA 01612

Members Present: Peter Bogren, Jr., Chairman
John F. Malone, Vice Chairman
Frederick G. Goodrich, Clerk

Carol L. Riches, Town Administrator

Attendees: Attendee List

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

Land and Sea

- Jim Laingor and Rick Ascrizzi from the Land and Sea Market came before the Board of Selectmen to inquire about leasing the building located at 10 West Street.
- **(PB)** We would have to reissue an RFP for the leasing of the building. What do you want to do with the building?
- Jim Laingor stated that they are looking to build upon the current business and take it to the next level. This would give us better parking. I think our business is a benefit to the town, and we will pay for the remodeling.
- **(PB)** Carol, what would we do with our current records that are down in the basement.
- **(CR)** Those would be maintained in a locked area of the building that we would have access to any time that was needed.
- **(FG)** We had a plan for that building to be utilized for meetings, so are we saying that we are going to let go of that for now?
- **(PB)** I don't see that we can afford to do any work to that building at this time.
- **(JM)** I do have a concern about the traffic coming in and out of that parking lot.
- Jim Laingor replied that they are willing to do whatever is needed to get it up and running. We will do the remodeling, pay for the electric and heat, maintain the property and do the plowing.
- **(JM)** Who long of a lease are you looking for?
- Jim Laingor stated with the work we are putting into it I would like to see at least a five year lease.

- (FG) Just to make you aware the back entrance to the building needs work, and there is a generator that runs 10 West St and the Town Hall that needs to be maintained.
- (PB) First we need to reissue the RFP
- (JM) Let's get the RFP out and Carol in the meantime can work on putting a lease agreement together. **Motion (JM) seconded (FG) agree to issue an RFP for leasing the property at 10 West Street. Unanimous, all in favor.**

Mailbox and Right of Way Policy

- DPW Superintendent Michael Putnam was present to discuss putting a policy in place for the replacement of mailboxes that are damaged due to town vehicles.
- Michael Putnam expressed that we are no longer replacing \$30.00 mailboxes. The prices are now running us anywhere from \$200.00 to \$600.00 to replace, and then we get into the question of whose fault it was in the first place. People have to realize they are putting private property on a public way. I have looked at other towns around us and they have adopted similar policies.
- (PB) What is the distance on the right of way?
- Mike Putnam replied that it varies from street to street. It can be anywhere from 40 to 60 feet depending on the neighborhood. I am proposing that we allow \$50.00 for a replacement and anything beyond that would need to come before the board. **Motion (JM) seconded (FG) approve the policy for mailboxes and right of way as presented by the DPW Superintendent. Unanimous, all in favor.**

IT agreement with AMC

- **Motion (JM) seconded (FG) to open the discussion on approving the IT agreement with Anna Maria College. Unanimous, all in favor.**
- (FG) Anna Maria College is ready to sign an agreement with the Town to have their IT department do work on behalf of the town.
- (CR) I just received a log from Mike in the IT department at AMC, and this shows what work they have done for us so far. They are doing a great job.
- (FG) This is just part of what we are working on with the PILOT program with AMC. We have other similar things that are ongoing.
- (PB) All agree to sign the agreement. Fred will return the agreement to AMC on Monday.

Police gas budget

- (PB) How do we stand with the police budget?
- (CR) I provided you with a spreadsheet a couple of weeks ago. The bills are on track so far. They do have a CPR training coming up that is needed. We will have a better idea of where we are at in a couple of weeks once we see what happens with the bills from Spencer Rescue. The Reserve Fund is tight so we should revisit this in March to see if we will need a Special Town Meeting.

- **(JM)** I think we should look into other options for getting gas. Perhaps the stations down at the bottom of the hill. There prices are consistently lower than Bill's.
- **(PB)** We need the 24 hour access and I don't know how that would affect our contract with Bill if we start using other stations. Carol will look into the contract side of that.
- **(FG)** Perhaps we should look at using a Fleet Management program like Donlan, for our gas purchases.
- **(PB)** Carol will look and see what options are available for purchasing gas. We need something that we can track very closely.
- **(JM)** Perhaps we could work with AMC on their fleet card.
- **(PB)** Let's look at all the options and see what we can do.

Government Act

- **(FG)** We need to make sure that all appointed positions are listed in Section #8.
- The responsibilities of the Capital Improvement Committee were discussed and agreed that they will still be responsible for collecting all departmental information and compiling their reports, but it will then be given to the Town Administrator to put the final report together to be presented to the Board of Selectmen.
- **(PB)** This will streamline the process and not take away from the Capital Improvement Committee. Section 11A allows the Board of Selectmen to deal with the Town Administrator and not have to be present at all the different department meetings. The Capital Improvement Committee will need to meet as always, but the Town Administrator will put together the entire budget.
- **(FG)** Why is the BOS Chairman not listed as a member of the Financial Committee?
- **(PB)** The Town Administrator is on it and they report to the Board.
- **(FG)** I have a concern that we are passing to many responsibilities onto the Town Administrator.
- **(PB)** It is still the responsibility of the Board to oversee policies. Part of the strength of this document is that it puts a lot of responsibility on the Town Administrator, but everything still comes back to the Board for final approval.
- **(FG)** In section 6 with respect to the Town Administrator compensation falling within the wage scale. We need to look at this periodically to make sure that it is maintained.
- **(PB)** Again it will still be the Board of Selectmen's responsibility to make sure that the Town Administrators contract falls within the wage scale.
- **(FG)** Section 8 - I question if the police should be added with the School Committee and Fire Department?
- **(PB)** If we do that then we will not be the ones to appoint the Police Officers.
- **(FG)** So in that case why are the fire personnel not appointed by the BOS?
- **(CR)** It is an on call staff and the Chief is a "Strong Chief", so he does the appointing. Carol will provide Peter with the information about a "Strong Chief".
- **(JM)** Make sure that both the Town Clerk and Collector/Treasure are listed under positions to be appointed.

- **(FG)** In relation to Section “I” we need to maintain reports on our by-laws and be able to make recommendations when the by-laws need updating. This will assure that the by-laws are current.
- **(FG)** We should also add in that we maintain an asset schedule of the town’s inventory.
- **(FG)** In regards to negotiating contract the Town Administrator will work in conjunction with the Department Head to complete the contract.
- **(FG)** In the area of grant writing the Town Administrator again in conjunction with the Department Heads will work together in this area. The Town Administrator will be referenced as the “Grant Manager”.
- **(FG)** The Board of Selectmen’s agenda should be set in conjunction with the Chairman of the Board.
- **(PB)** Let’s make the changes that we all have agreed on and at the next meeting we will finalize it.
- **(PB)** At this time I am going to move the topic of Regional Dispatch to our next meeting.

Meeting Minutes

- **Motion (JM) seconded (FG) to approve the Regular Meeting Minutes for January 16, 2013 noting the change on page three under the police gas budget in the “resort” to “restore”. Unanimous, all in favor.**

Town Administrators Update

1. Back in November I brought attention to the repair needed to part of the roof of the John Bauer Senior Center. At that time I suggested that the Board consider repairing this at an estimated cost of \$3,000. As I don’t consider this a priority for full replacement will you please authorize the repair at this time?
(FG) Concern that it is not actually the roof that is leaking but the eaves underneath.
(PB) Let’s get a second opinion before we pay to have the work done.
(JM) Perhaps DPW could take a look at it also and let us know what they see.
(FG) CIC recommends that this be paid for out of the Public Building repair account.
2. At the last Wachusett Earthday meeting the attached was provided showing the participation for the six months to December 2012. Paxton continues to use this facility the least and this could be due to the distance involved. The facility is open every Wednesday from 2:30 to 4:30pm and the third Saturday in the month from 8am to 11am. More information can be found on the Town’s website.
(CR) I will look at the recycling calendar and see if the website for the Wachusett Earthday is listed on there to help make people more aware of the facility.

Additional Follow up

- **(JM)** We will continue our discussion on the moratorium for borrowing once we have heard from the Capital Improvement Committee.

- **(JM)** Could Carol please check the list of vehicles that the town has on the excise commitment that was recently received.
- **(JM)** I spoke to the Town Clerk in regards to getting reimbursement for the Special Town Elections, and she is going to look into that. I would also like to see us look at the possibility of holding our elections in a location other than the school in light of security with recent events. Perhaps the basement of the Senior Center would be a possibility. I would like to see the Town Clerk and Police Chief get together on this and see if there is another facility in town that would be feasible.

Next meeting scheduled for Monday, February 11, 2013, at 7:00pm.

Adjourned Meeting at 8:53pm, Unanimous all in favor.

Respectfully submitted,

Donna Graf-Parsons, Administrative Assistant

Documents filed with Meeting Minutes:

Agenda

Attendance list

Documents from the Meeting filed in BOS office:

Town Administrators Update

Mailbox Policy

IT agreement with AMC

Peter Bogren, Jr.
Chairman

John F. Malone
Vice Chairman

Frederick G. Goodrich
Clerk