



Town of Paxton
Board of Selectmen
697 Pleasant Street, Paxton, MA 01612
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Regular Meeting Minutes

Monday, March 11, 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.

Police Budget

- Chief Desrosiers was present to discuss his proposed budget for FY14. The Chief stated that the budget still stands as it was when he presented it to the Finance Committee. We put in the last transfer for FY13, and the last payroll or two may come out of gifts and grants. We are getting through and the college is helping.
- **(PB)** The FY14 budget as you put it, where does this leave us?
- Chief Desrosiers stated that this would provide 24 hours coverage and add back some patrolling, but we need to be careful, because once we start being proactive the work activity goes up, so the patrolling will be restricted.
- **(JM)** What are we looking to do with the new cruisers?
- Chief stated that they are looking at leasing.
- **(FG)** Commented that the recommendation from Capital Improvement is going to be that we lease three new cruisers over the next three years.
- Chief Desrosiers commented that the longer we keep these vehicles the more repairs they require, and that the price per vehicle changes on the number of cars that you lease.
- **(JM)** How does your budget handle training?
- Chief Desrosiers commented that it does restore the training. We have been getting by with some MIIA training and driver training.

Fire Budget

- Chief Conte started with the current budget and stated that if the call volume goes down it will be tight but ok. If we continue to run the way we are right now then I am looking at being about \$10,000 over. I am looking at training on a monthly basis as well. My Purchase Services Account has stayed steady for the last three years. We are doing well on the maintenance side, and hope to transfer this into payroll. We do preventative maintenance and we are doing well. As far as the equipment account I tried to restore it to last years figures, so I can start purchasing some equipment again. I added \$3,000 for Nextel to put cell phones back into some of the trucks. Currently we all use our personal phones. The cell phones are needed if you are out of range for the radios.
- **(JM)** Have we done much Mutual Aid this year?
- Chief Conte replied that it seems less this year. The number of building fires has been limited.
- **(PB)** Let's get back to the Chiefs salary.
- Chief Conte stated that it costs \$14,503 for family medical coverage which he does not take, so if you add that to the Chiefs base salary you are at about \$40,000. I can either keep the same salary and take family medical coverage, or put the increase into the salary and I will not take the medical coverage.
- **(FG)** A wage scale has been presented to us due this.
- **(JM)** Posed the question if the Chief would be willing to take increases in increments over a couple of years?
- **(CR)** The job description for the Chief does not include EMS. If we regraded this you will see that he is even lower.

EMS Budget

- Chief Conte stated that due to receiving a di-fib grant we will not have to pay for maintenance for the next two years. As far as the ambulance service is concerned we should look at getting BLS licenses to have something in place if need. Spencer Rescue is looking at doing a three year contract with the letter of intent from them that we would be capped at \$25,000.
- **(PB)** So the cap is \$25,000, which means that it could be less but it will not be more.
- Chief Conte stated that the call volume for Spencer Rescue has gone down which could be a part of their difficulties.
- **(PB)** How long has Spencer Rescue been around?
- Chief Conte stated that they have been in service for 50 years.
- **(PB)** Someone on the Finance Committee stated that by bringing on Coastal we are now paying twice. How are we doing with Coastal?
- Chief Conte stated that Spencer Rescue let a person go in order to bring Coastal on. The turnaround is better and the collections are better as well. Our other option is to incorporate an ambulance into the Paxton Fire and EMS entirely, and we collect our own receipts. We spoke to a private company today and they said they could provide the same service as Spencer Rescue for the same cost. If the Town of Spencer does not support Spencer Rescue then they will have a private company come in. They will keep a truck in Spencer and another non dedicated vehicle as well. The question would be is if they are going to license us or not.

They are looking into this for ALS. We will wait till they come back to the town with a proposal and then see what happens. I would be cautious about the staff that they would put in Paxton. This would be there first attempt with a municipality. If we do go with a private company we would have to have Town Counsel go through the agreement with us.

Library Budget

- Deb Bailey presented her budget for Richards Memorial Library for FY14. The cost of oil, electricity and water will be taken out of the library budget and added to the Central Purchasing budget for the Town which amounts to about 9,000. The line item for CWMARS has increase by 5,000 in order to comply with the July 1, 2014 deadline to update the libraries software. The maintenance account has been increased to cover annual costs that they are required to make every year. In the past they have covered a lot of this with the money that comes in from state aid, which is about 5,500.
- **(JM)** Are you receiving any assistance from AMC for your computers?
- Deb Bailey replied that they have just provided them with three refurbished computers.
- **(JM)** Have you increased your budget to cover any new expenses for the new elevator?
- Deb Bailey replied that the cost of the elevator has come in around 88,000 to do the elevator, handicapped access and ramp. The inspections will be separate.
- **(JM)** Have you considered putting the libraries budget back into the town budget?
- Deb Bailey stated that she has met with the Capital Improvement Committee and laid out some of the major repairs that need to be done, but prefers to have some kind of funds, so that we can handle immediate needs.
- **(JM)** Is there any money left in the trust?
- Deb Bailey replied that yes, we do, but if you don't go with CWMARS you might as well just shut the library down. The CWMARS program is a library sharing program that includes central and western MA. We circulate books through each other. Without CWMARS we cannot circulate or receive books through this consortium.
- **(PB)** Just to be clear this is not a level funded budget, and now the town needs to pick up the additional \$9,000 in Central Purchasing.

Street Lights on the State Roads

- **(JM)** I inquired with Greg at the Light Department as to who pays for the lights on the state roads, and he said the town does. What if we sent a bill to the state for about \$7,000 which is what it costs us to run the lights on these roads. The Light Commission will not take a stand on this, so it has been put back onto the Board of Selectmen.
- **(PB)** We could ask the PILOT Committee to look into this.
- **(FG)** The PILOT Committee will be meeting the last week in March. The IT agreement has been signed.

- **(PB)** Has anyone talked about regionalizing our library?
- **(FG)** We have about 6000 member.
- **(PB)** On the next agenda could we verify the number of card holding members. If it is 6000 members then we are supporting a library for other towns to use, and we should look into regionalizing.

Town Administrators Update

Code Red

We recently had a demonstration from a company specializing in emergency communication called Code Red and were impressed with ease of use and the effectiveness of the program. We received a quote for three year term of \$4,023 per year. I discussed this with the Greg DeStasi and Mike Putnam on behalf of the Water Department and we feel that this is something that we all could utilize for emergencies. The Town's share would equate to \$1,431. Please consider including this amount in the Board of Selectmen's budget.

(PB) What phone numbers are utilized?

(CR) Individuals can sign up any number. I would like to see this go under the Board of Selectmen's budget as well.

(PB) I agree it should because it is a town wide service.

- **Motion (JM) seconded (FG) to add \$1,431 to the Board of Selectmen's budget to cover one third of the cost to implement the Code Red program. Unanimous, all in favor.**

Auditors Fees

We received a three year renewal quote from our current auditors to prepare audits as follows

2013 \$16,500

2014 \$17,000

2015 \$17,500

We went out and contacted two other companies for quotes as follows:

Scanlon & Associates	Melanson Heath & Company
2013 \$13,000	2013 \$17,000
2014 \$13,500	2014 \$17,500
2015	4,000 2015 \$18,000

Coincidentally, there was a recent survey that was completed and I enclose a copy of that for your review. Please advise whether you wish to continue using the services of Bill Fraher or would like to try Scanlon & Associates.

(FG) When we originally picked Bill Fraher, Scanlon was our second choice, and we have been with Bill since 2002. It is a good thing to change up auditors every so often.

(JM) My concern would be that with the time that it takes a new firm to learn our system it would end up costing us more money in the long run. Would Bill go down on his price, and could we ask those involved if they agree with the change, and bring this back up at our next meeting.

Wage Scales

There was a discussion regarding wage scales and wage surveys at the last Finance Committee meeting and for this reason I enclosed a list of towns that were used for the last wage survey performed in 2002. Before I start the process of compiling wage information please confirm whether you wish to use the same towns listed as a comparison or whether you wish to adjust it. I have also enclosed a sample of current employees and where they fall in our current pay scale.

(JM) We need to bring the wage scale up to date.

(FG) We need to look at towns within a close proximity to Paxton.

(JM) I recommend that we let Carol continue researching this and use her best judgment.

(FG) I would like to discuss the list of towns that we use for this process.

- **Motion (JM) seconded (FG) to have the Town Administrator update the wage scale with updated town list from Fred. Unanimous, all in favor.**

Mass Works

The \$200,000 grant that we have been awarded needs signatures and then we go out for bids and get started on the work on Davis Hill Rd.

Warrants for Annual Town Meeting

- (FG) There will be three articles coming from the Capital Improvement Committee.
- **Motion (JM) seconded (FG) extend the closing of the warrant articles for the Annual Town Meeting until Monday, March 18, 2013. Unanimous, all in favor.**

Special Town Meeting

- (JM) If funds are being provided as needed then I see no need for a Special Town Meeting.
- (CR) The Police, Tree Warden and Spencer Rescue are all set at this time. Snow and Ice should be ok with the \$35,000, and they have \$3,000 left in compensation.
- (JM) I just need to stress again that we need to put funds into Stabilization and the Depreciation account
- (PB) At this point the Finance Committee says we have a \$50,000 deficit for FY14.

Next meeting scheduled for Monday, March 18, 2013, at 7:00pm.

Adjourned Meeting at 9:13pm, 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

Peter Bogren, Jr.
Chairman

John F. Malone
Vice Chairman

Frederick G. Goodrich
Clerk