



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

Monday, May 18, 2015

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

Members Present: Julia N. Pingitore, Madam Chairman
Peter Bogren, Jr, Vice Chairman
John F. Malone, Clerk

Carol L. Riches, Town Administrator

Attendees: see Attendee List

The Chairman called the meeting to order at 7:03pm.

We will enter into Executive Session and will only be returning to the regular meeting for the purpose of appointing the Town Clerk and adjourning the Regular Session.

Signing of the Police Chiefs Contract

- **Motion (PB seconded (JM) agreed to sign a three year contract for the Police Chief as previously agreed upon. Unanimous all in favor.**

Audit Exit Review by Tony Roselli

- Mr. Roselli thanked the staff for their assistance through this process. Mostly just a few areas to look out for and suggestions for some improvements. Mr. Roselli read through the Management letter (see attached document) and touched upon some highlights.
 1. Overall the Town ended up in the middle of tier two which is a good place to be.
 2. Worcester County Regional Retirement should be contacting the town about GASB 67 & 68.
 3. OPEB – you have established the account. You should start with putting \$25,000 to \$50,000 annually into the account.
 4. Fraud prevention – You need to put steps in place and present it to your employees. Describe what you believe is fraud and get it out there and do spot checks.
 5. Work on efficiencies with third party collections for the Ambulance Service.
 6. With your PEG Access and Cable accounts the franchise fees should go under a special revenue account.
 7. The Town may want to look at setting up an OBRA program for

employees verses Social Security.

(JP) What should we have in our Stabilization Account?

Mr. Roselli stated that each year you should put in 5% of what you have in Stabilization and 5% of your Free Cash.

Update to the Town Administrators Goals and Objectives

- (JP) Under section I we have financial goals. I would continue to utilize #1 but remove the wording in the beginning because the team is already established. Leave #2 through #5 as is.
- (PB) Add section #6 to put a fraud prevention policy in place.
- (JM) Add section #7 to do spot checks at all cash boxes.
- (PB) Add section #8 which would be a policy for third party billing.
- (JP) Section II leave #1 as is. Leave #2 and add that all personnel are reviewed annually. Also add section #3 to continue with quarterly Department Head meetings.
- (JM) We should look at pay rates. Add a section to review employee compensation and adjust as needed.
- (JP) Section III leave #1 leave as is. Update #2 to say develop and maintain. #3 Add that we continue to improve. #4 and #5 leave as is. Section IV leave #1 as is
- (JM) The COA Board should be evaluating the COA Director and the Outreach Coordinator.
- (JP) Section V delete what is currently under #1 and replace with the Maple Street Water Tank and the Holden Road project. Section VI leave #1 and #2 as is. Replace #3 with continue to identify areas where processes can be improved and made more efficient to provide a savings to the town. Section VII and VIII we will leave as is.
- (JP) Section IX we will leave #1 and #2. #3 through #7 has been completed. Add the following #3 continue to support the efforts of the 250th Committee and provide the necessary reports to the state. Add #4 Work on transitioning the Town Clerks position from elected to appointed.
- **Motion (JM) seconded (PB) to update goals and objectives and vote on them at our next meeting. Unanimous all in favor.**

Appoint Zachary Ferguson to the Conservation Commission

- **Motion (JM) seconded (PB) to appoint Zachary Ferguson to the Conservation Commission. Unanimous all in favor.**

Discuss Associate position to the Conservation Commission

- (PB) I do have a concern over the potential for future litigation.
- (JP) I agree and I also have additional concerns with prior issues regarding the length of time that the process took.
- (PB) Ask to pass over at this time.

Appoint Paxton Days Committee

- **Motion (PB) seconded (JM) to appoint the following members to the Paxton Days Committee. Unanimous all in favor.**
Carol Riches
Donna Parsons
Robert Wilby

Anita Fenton
Kathy Card
Meghan Stevens
Forrest Smith
Theresa Smith
Gerald Ryan

Congregational Church request to use the common

- **Motion (JM) seconded (PB) approve request to utilize the common only after communications have been made with the Police, Fire and Emergency Management to ensure the safety of those attending the event. Unanimous all in favor.**
- (JM) We need to put a form in place for use of the common and sign requests.

Sign request for Paxton Days

- **Motion (PB) seconded (JM) to approve the sign request for the common and road side signs as requested for Paxton Days Unanimous all in favor.**

Sweet pea sign request

- **Motion (PB) seconded (JM) to approve the sign request for the common as requested by Sweetpea. Unanimous all in favor.**

American Legion sign request

- **Motion (JM) seconded (PB) to approve the sign request for the common as requested by the American Legion. Unanimous all in favor.**

End of year transfers

- **Motion (PB) seconded (JM) to approve the following end of year transfers. Unanimous, all in favor.**

<u>Account transferred to</u>	<u>Account transferred from</u>	<u>Amount</u>
0100-1151-5200-0000	0100-1155-5200-0000	\$1,500.00
0100-1915-5812-0000	0100-1915-5813-0000	\$1,000.00

Meeting Minutes

- **Motion (PB) seconded (JM) to approve the Meeting Minutes from the Regular Meeting of April 27, 2015 . Unanimous, all in favor.**
- **Motion (PB) seconded (JM) to approve the Meeting Minutes from the Executive Session of April 27, 2015 . Unanimous, all in favor.**
- **Motion (PB) seconded (JM) to approve the Meeting Minutes from the Regular Meeting of May 4, 2015 . Unanimous, all in favor.**

Town Administrators Update

Budget

The Fire Dept. compensation line item will be depleted during May. A request for \$8100 from the Reserve Fund will be made to fund payroll for the month. A further request will be needed for June. The Fire Chief has attributed this to an increase in calls this year and he made the Finance Committee chair aware of this several months ago.

Holden Road Project

Mass Dot held a public hearing on May 7th at the John Bauer Senior Center and we had a good turnout with 18 residents attending. The primary improvements are as follows:

- Pavement reclamation from Grove Street to the Holden Town Line
- Widen roadway from 26 feet to 32 feet to provide bicycle accommodations; lanes will be 8ft wide with 5ft bicycle lanes
- Install new signage and pavement markings throughout the corridor
- Construct a new asphalt sidewalks along the entire south side of Holden Road from Grove Street to the Holden Town Line and approximately 1000 feet along the north side of Holden Road from Grove Street the back driveway to The Hills at Paxton Village senior housing complex to improve walkability and ADA accessibility
- Replace existing curb ramps with new ADA compliant curb ramps with detectable warning tiles
- Clean or repair existing drainage structures and pipes as required
- Install additional drainage structures as required to reduce ponding on the roadway surface
- Replace the flashing warning beacon at the intersection Holden Road at Grove Street with a new signal with LED lenses mounted on a steel mast arm for better visibility
- Utility poles and overhead wires will be relocated as necessary by various utility purveyors

Central Massachusetts Regional Stormwater Coalition

The CMRSC was recently awarded a 2014 STORMY award by the New England Stormwater Collaborative in recognition of "*Regional Collaboration for Enhanced Stormwater Program Efficiency*" This collaborative includes 28 communities working together to create SOPs, bylaws, improve mapping and educate both officials and residents on the need for good stormwater practices. This is certain a tribute to the work performed under the CIC grants with the assistance of Tata & Howard.

Maternity/Parental Leave Law

MGL Chapter 149 §105D (attached) was recently amended to include male as well as female employees. The law allows for parents to take up to 8 weeks leave for the birth, placement, or adoption of a child, with or without pay at the discretion of the employer. Employers are required to post this revised law along with their own policy.

The Town does not have a separate policy for maternity or paternity leave, so I would ask that the Board consider the policy that I have put together based on MGL Chapter 149 §105D and take a vote as to whether employees would be expected to take this leave unpaid or any portion would be with pay?

I will then finalize the policy and make arrangements to include in the Employee Handbook and post at the Town Hall as required by this law.

- **Motion (PB) seconded (JM) to accept MGL Chapter 149 Section 105D. Unanimous, all in favor.**

250th Events

Just a reminder to save the date for the 250th Celebration's next event taking place on June 6th and 7th This being the Army Reenactment taking place on the center fields. Program starts at 9:30am each day and ends at 4:30pm on June 6th and Sunday 2:15pm with the closing ceremony.

The 250th members have worked extremely hard on this event I we hope that residents will find time to stop by.

Paxton Days

A quick shout out to remind everyone that Paxton Days will take place on Saturday, June 13th.

Reorganization of the Board

- **Motion (JP) seconded (JM) to reorganize and make Peter Bogren, Jr. The Chairman, John F. Malone as the Vice Chairman, and Julia N. Pingitore as the Clerk for the Board of Selectmen for FY16. Unanimous, all in favor.**
- (JM) Commented on what a great job Julia has done in the last year as the Chairperson for the Board.

Motion (PB) seconded (JM) to leave the regular meeting and entered into Executive Session at 9:00pm and we will only return to the regular meeting for the purpose of appointing the Town Clerk and adjourning the meeting. Unanimous, all in favor.

Returned to regular session at 9:43pm to appoint the Town Clerk

- **Motion (PB) seconded (JPM) to appoint Susan Stone to the position of Town Clerk for a one year term. Unanimous, all in favor.**

The next meeting is scheduled for Monday, June 1, 2015 at 7:00pm.

Adjourned Meeting at 9:44 pm, Unanimous all in favor.

Documents from the Meeting filed in BOS office:

Meeting minutes

Agenda

Town Administrators Update

Audit report

Attendance list

Respectfully submitted,

Donna Graf-Parsons
Administrative Assistant