



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

**Monday, October 26, 2015**

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

Members Present: Peter Bogren, Jr, Chairman  
John F. Malone, Vice Chairman  
Julia N. Pingitore, Clerk  
  
Carol L. Riches, Town Administrator

Attendees: see Attendee List

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

### **Appointment Jeremy Richard to Board of Registrars.**

- **Motion (JM) seconded (JP) to appoint Jeremy Richard to the Board of Registrars. Unanimous, all in favor.**

### **Jason Lavallee Light Department Manager**

- Light Board Chairman Jack Crowley introduced Jason Lavallee, the new Light Department Manager to the Board of Selectmen. Jason comes to Paxton with an extensive background. He has worked as a Master Electrician, an independent contractor and most recently with Ever Source. His background has provided him with an extensive knowledge of both indoor and outdoor wiring. Mr. Lavallee has looked at an outage profile which shows that most of the town's outages are caused by trees and squirrels, so they will be working on trimming tree and preparing for the winter.

### **School Lease**

- **(CR)** We have held a few meetings between the regional Town Administrators and the WRSD Administrators and have revised the school lease which you have date 10/9/2015. The main discussion has revolved around the capital element of what the schools are responsible for verses what the towns will be responsible for. The \$25,000 cap has been increased to \$35,000. Anything up to \$35,000 would be the responsibility of the school and anything above that would then become the responsibility of the towns.
- **(PB)** I'm concerned with the \$35,000 threshold that the school would hold off on repairs and wait until the cost rises above \$35,000, so that it would become the town's problem.
- **(CR)** The school has stated that they will keep up with the general maintenance.
- **(PB)** There's no incentive to have the projects done when they can just wait and let it go totally onto the town.

- **(CR)** We wanted a 10 year agreement but the regional agreement is for 20 years so that is what we are staying with. The next step will be to meet with Joe and Darryll.
- **(JP)** I think that there should be a change to the paragraph with the capital amount to ensure that proper maintenance is being done.
- **(JM)** I'm hesitant to go along with the capital amount because we have gone so long with no maintenance that any projects that come up soon will be more than the \$35,000. High cost items that have been on the books for a long time that the town will now have to pay for.
- **(PB)** Have they built in any type of formula to increase this amount over the 20 year life of the lease?
- **(CR)** They will put inflation as an appendix to the agreement.
- **(CR)** Section 5.3 restated that the fixed annual maintenance charge for the Town of Paxton will match the same process for the other towns.
- **(PB)** We should put in wording that it's a fixed amount per complex. When will we meet with them?
- **(CR)** They need to meet with the school committee first.
- **(JM)** We should note that they have made some positive changes as well.
- **(CR)** In the new lease the school is responsible for the playgrounds.

#### **Insurance Advisory Committee appointments**

- **Motion (JM) seconded (JP) to appoint Susan Burdett from the Light Department and Travis Thibault from the DPW Department to the Insurance Advisory Committee. Unanimous, all in favor.**

#### **Meeting Minutes**

- **Motion (JM) seconded (JP) to approve the Regular Meeting Minutes of September 28, 2015. Noting a change to page three on the word "Commission" to "Commissioner". Unanimous, all in favor.**

#### **Town Administrators Update**

- **Cyber Security**

In the last audit conducted by Roselli, Clark & Associates one of the items contained in the Management Letter was "Data Security Audit" I just wanted to keep you updated that I did solicit and receive a quote of \$6,850 to perform this task. With no funds in the budget to conduct this audit I applied for a Management Loss Grant from MIIA but unfortunately all the funds for this year have been allocated.

I will continue to seek out other resources but if none become available I will budget for this next year and apply again for a grant from MIIA.

As you know I also added Cyber Security to our Community Compact Agreement that was signed on October 15, 2015 by Mr. Malone and Lt. Governor Polito. I hope this partnership will also assist in the pursuit of technical assistance and grant opportunities.

- **WRSD Lease Agreement**

As part of the discussion between the Town Administrators and the Superintendent, the enclosed list of projects was provided showing the maintenance items that the district has

taken care of under the \$25,000 limit. A list is also provided for future capital expenditure. One significant expense will be the repair of the turf field and outdoor running track.

In regards to the lease agreement, a final version is being drawn up for approval by the school committee. The superintendent will then meet with town selectboards to seek approval.

- **DEP Grant**

I submitted and received a grant for \$500 from the DEP as part of their Sustainable Materials Recovery Program. In order to qualify for the grant I had to provide details of the Town's recycling practices and procedures. The money will be used to purchase compost bins for the Wachusett Earthday Recycling Center.

- **Thanksgiving**

As we have done in the past I would like to request that we close the Town Hall the Friday following Thanksgiving. Employees who work Fridays and chose to take the day off will use vacation time.

- **Motion (JM) seconded (JP) to approve the closing of the Town Hall on the Friday after Thanksgiving. Unanimous, all in favor.**

- **Department Managers Meeting**

A copy of the last Department Managers Meeting minutes are attached.

- **Financial Update**

An update was provided to you with where we stand currently with the FY16 budgets. We just received a check for \$16,000 for the snow occurrence that we had last winter.

- **Lions Halloween event**

The Lions are hosting their annual Halloween bonfire and hay ride near Wentworth field on October 31<sup>st</sup> from 6:30 to 8:30.

**The next meeting is scheduled for Monday, November 9, 2015 at 7:00pm.**

**Adjourned Meeting at 7:58 pm, Unanimous all in favor.**

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

Meeting minutes

Agenda

Town Administrators Update

Attendance list

Department Managers Meeting Minutes

Respectfully submitted,

Donna Graf-Parsons  
Administrative Assistant