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Regular Meeting Minutes

Monday, December 21, 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.

School lease

1. Joe Scanlon presented the Board with the current standing of the updates to the lease.
 1. The lease is currently 18 months out of term. In the past the major project threshold was \$25,000. That number has been increased to \$35,000 on the new lease. Any project up to \$35,000 is the districts responsibility and anything over that becomes the responsibility of the towns. We are doing a lot of small projects currently and we are working at providing a standardized report in the future on these projects.
 2. The duration of the lease has been changed as well. The lease term was 20 years and we have updated that to a 10 year term with an option to renew for another 10 years.
- (PB) So there will be no deductible on the \$35,000? It's just a straight threshold. Is that for the life of the lease or has there been a provision put in place to increase this number over the ten years?
- Joe Scanlon replied that this number will remain the same over the 10 year duration. We did add some addition language to the lease. We will be documenting what we are doing for maintenance. We have defined what is considered maintenance. We have defined what a capital expenditure is and defined the \$35,000 threshold.
- (PB) I have a concern over what projects will not get done because of the \$35,000 threshold and that projects close to this amount might be put off until they exceed the threshold to put the responsibly back on to the towns.
- Joe Scanlon stated that they have put a system life cycle analysis into place which will allow them to evaluate the condition of 95 designated areas and what there levels of maintenance are. This is to open the books on all the systems with the schools. We are required by law to protect the health and safety of the students so why would we allow something to go beyond the proper maintenance requirements.
- (JP) Is there a definition in place of what is maintenance?
- Joe Scanlon replied that section 7 under Repairs and Maintenance will provide a definition.
- (JP) I feel that the language is not strong enough to cover the accountability with maintenance. We should have annual shared visits to the schools. With the implementation of the system life cycle analysis how will old issues be handled? We need a way to prioritize what is to be replaced.
- Joe Scanlon stated that there is a meeting on January 4th and we will provide a draft of the

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- Joe Scanlon stated that there is a meeting on January 4th and we will provide a draft of the report that we have done on the maintenance for Paxton Center School and we will review it quarterly.
- **(PB)** What if you have a town or two that says the updates are not okay?
- Joe Scanlon replied that this is a negotiation and that is why we are working with the Town Administrators on this. The lease is under the School Committees jurisdiction so they do have the final say.
- **(PB)** We did not hear from the Superintendent until after the lease had expired.
- Joe Scanlon stated that the Superintendent did send out a letter when the lease expired. I will put a timeline in place and send it to Carol.

Sergeants Proposal

- Chief Desrosiers spoke to the Board in regards to adding an additional supervisory position to his department in the form of a Sergeants position. There have been significant changes with the Administration at Anna Maria College. The new president has indicated that they are looking to sign another five year agreement so we would like to add a sergeant's position at Anna Maria College. This is not a new person that we will hire we will look to promote someone within to this position. This will be funded by the college with no cost to the town. We are not in a rush to fill this position and we will go through a formal interview process. At this point I am looking for your support to add this position.
- **(PB)** Will this follow the same guidelines as the Lieutenants position in that if we lose AMC this position goes away?
- Chief Desrosiers stated that yes it will follow the same guidelines.
- **(JM)** I have had recent discussions with AMC as well and they are very pleased with how the program is working.
- **(JP)** Yes, I would agree to support this as well.
- **Motion (JM) seconded (JP) to agree to support the addition of another Sergeants position to the Paxton Police Department. Unanimous, all in favor.**

Conte Insurance

- Kris Henderson from Conte Insurance is requesting the approval of a message board. We are looking to update our company sign which will include the addition of a message board within the sign itself.
- Andy Serrato from Serrato Signs was present to ensure that the sign meets all the town's bylaws. The software allows us to change the brightness and the motion of the sign if needed.
- **(JP)** Will the sign turn off after a certain time at night?
- Kris Henderson replied that yes we will turn it off during the overnight hours.
- Chief Desrosiers suggested that the Town's bylaws should be updated to better specify lumens verses watts and what can be used to light a sign.
- **Motion (JM) seconded (JP) to approve the installation of a message board on the business sign for Conte Insurance. Unanimous, all in favor.**

Sweet Pea

- **(CR)** A new kennel inspection report has been put together for the ACO to start using along with a guide to the kennel licenses. Kennel applications will go through the Town Clerks office. The kennel regulations need to be in the form of a bylaw so we could do this at our next Annual Town Meeting.
- **(JM)** Should we increase the fee for kennel applications?
- **(CR)** The fees were put in place with a bylaw at our last town meeting.
- **(PB)** I think this form will make the process less subjective.
- **(CR)** Yes, as long as the forms are filled out completely. Inspections are done annually

- **(PB)** I think this form will make the process less subjective.
- **(CR)** Yes, as long as the forms are filled out completely. Inspections are done annually and we can go in as often as needed.
- **(PB)** I think we need to consider doing more frequent inspections.
- **(JM)** How will we implement this with the other kennels in town?
- **(CR)** The inspections take place in January so this will be a good time to implement it. Sweet Pea has asked for us to meet them on site but I responded that we are not ready for that yet.
- **Motion (JM) seconded (JP) to accept the two new forms and add the new by-law at our next Annual Town Meeting. Unanimous, all in favor.**

593 Pleasant Street

- **(JM)** Property will be going up for sale at the end of the year, with the potential to rent. Would the town be at all interested in obtaining this property?
- **(PB)** I would hate to see another piece of property be taken off of the tax roll. Let's think about it and discuss it further at our next meeting.

One day liquor license

- **Motion (JM) seconded (JP) to approve a one-day liquor license for St Columba's Parish on January 16, 2016 from 4pm to 10pm. Unanimous, all in favor.**

Meeting Minutes

- **Motion (JM) seconded (JP) to approve the Regular Meeting Minutes of December 7, 2015. Unanimous, all in favor.**

Town Administrators Update

- Currently we do not have any issues with the FY16 budgets and we are getting ready to state working on the budget for FY17.

Additional Comments

- **(JM)** I would like to thank the Rotary Club for providing turkeys at Thanksgiving and ham's at Christmas to some families in need this holiday season.
- **(JM)** Noted an increase in the chlorine smell in the water. Do we know what this may be attributed to?
- **(JM)** Former COA Directory George Healy's health has been declining. Please keep him in your thoughts.

The next meeting is scheduled for Tuesday, January 5, 2016 at 7:00pm.

Adjourned Meeting at 8:25 pm, Unanimous all in favor.

Documents from the Meeting filed in BOS office:

Meeting minutes

Agenda

Town Administrators Update

Attendance list

Respectfully submitted,

Donna Graf-Parsons
Administrative Assistant

