



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

**Monday, March 19, 2018**

**Meeting Location: Paxton Town Hall 697 Pleasant St, Paxton, MA 01612**

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

Attendees: see Attendee List

The Chairman called the meeting to order at 7:02pm.

We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning.

### **Appoint Scott Moss to the Board of Appeals.**

- **Motion (JM) seconded (PB) to appoint Scott Moss to the Board of Appeals. Unanimous, all in favor.**

### **Appoint Robert Birkbeck to the Board of Appeals.**

- **Motion (JM) seconded (PB) to appoint Robert Birkbeck to the Board of Appeals. Unanimous, all in favor.**

### **Appoint Timothy Grinham to the Capital Improvement Committee.**

- **Motion (JM) seconded (PB) to appoint Timothy Grinham to the Capital Improvement Committee. Unanimous, all in favor.**

### **Retirement and replacement of Town Treasurer/Collector**

- Deirdre Malone officially announced her retirement as of May 18, 2018. Mrs. Malone also announced that Kim Peloquin (current Assistant Treasurer/Collector) was her recommendation as the person to fill her position.
- **Motion (JM) seconded (PB) to accept the resignation of Deirdre Malone from the position of Treasurer/Collector. Unanimous, all in favor.**
- **Motion (JM) seconded (PB) to accept the recommendation of Kim Peloquin as the new Treasurer/Collector. Unanimous, all in favor.**

### **Lease on 10 West Street**

- Jeff Cormier was present and expressed their desire to continue with the lease at 10 West Street so that they can still run their business at that location.
- (JP) The Town is will to continue with lease as is for another year contingent upon the rent and electric bills are kept current.
- **Motion (JM) seconded (PB) to approve the one year extension of the lease at 10 West Street contingent upon the rent and electric bills being kept up to date. Unanimous, all in favor.**

### **Request to hold a bike ride/walk through Paxton**

- **Motion (JM) seconded (PB) to approve the request from Donna Severson to hold a bike ride/walk to benefit the Shatterproof organization. Unanimous, all in favor.**

### **Request from the Congregational Church to use the Town Common**

- **Motion (JM) seconded (PB) to approve the request from the Congregational Church to use the Town Common on May 19, 2018. Unanimous, all in favor.**

### **Discuss the Health Insurance Opt out program**

- (CR) I'm looking to increase the incentive for any employees that would be interested in opting out of the Town health insurance plan. The incentive for an individual would go from \$125.00 to \$200 and a family would go from \$250.00 to \$500.00. Currently we only have one employee that takes advantage of this incentive.
- (PB) What would you do with that employee as far as payment?
- (CR) I would increase them to the new amount.
- **Motion (JM) seconded (PB) to approve the recommendation made the Town Administrator to increase the incentive to opt out of the Town's health insurance. Unanimous, all in favor.**

### **Town Administrators Update**

- **Snow & Ice Account**  
The winter storm pattern has really put a strain on our DPW and to the Snow & Ice account. We are now into deficit spending for FY18. There is every likely hood that there will be more snow events to come before the end of the season.
- **Annual Town Election**  
There is still time to take out nomination papers for the May 14, 2018 Annual Town Election. Nomination papers are available from the Town Clerk's Office and should be returned by March 26<sup>th</sup>. Information is available on the Town Clerk's page on the Town's website.
- **2017 Audit**  
I recently provided you with a copy of the FY2017 audit. Would the Board like me to arrange for the auditor to come to a future meeting? Board agreed that no meeting is needed this year with the Auditors.

- **Pregnant Workers Fairness Act**

The new Pregnancy Act goes into effect on April 1, 2018. I have incorporated into the Employee Handbook (wording below) and will be discussing with Department Managers at our next meeting prior to April 1<sup>st</sup>.

### **PREGNANT WORKERS FAIRNESS ACT**

The Town of Paxton prohibits employment discrimination on the basis of pregnancy and pregnancy related conditions, such as lactation or the need to express breast milk for nursing a child/children. The Town does not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy related conditions.

#### **Detail of the Act:**

- Upon request for an accommodation, the employer has an obligation to communicate with the employee in order to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. This is called an “interactive process,” and it must be done in good faith. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the employer.
- An employer must accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the employer. “Undue hardship” means that providing the accommodation would cause the employer significant difficulty or expense.
- An employer cannot require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the employer.
- An employer cannot refuse to hire a pregnant job applicant or applicant with a pregnancy-related condition, because of the pregnancy or the pregnancy-related condition, if an applicant is capable of performing the essential functions of the position with a reasonable accommodation.
- An employer cannot deny an employment opportunity or take adverse action against an employee because of the employee’s request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition.
- An employer cannot require medical documentation about the need for an accommodation if the accommodation requested is for: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. An employer, may, however, request medical documentation for other accommodations.

- **FY19 Budget**

The Finance Committee will be meeting on March 21<sup>st</sup> to finalize the FY19 Budget which most likely will include suggested overrides to bridge the anticipated \$475,000 current deficit. The Capital Committee will meet on March 22<sup>nd</sup> to prepare capital recommendations for the Selectboard and Finance Committee. All questions for the Annual Town Meeting Election must be received by the Town Clerk by April 6, 2018.

- **Recycling Calendars**

New recycling calendars were mailed recently as there was a discrepancy on the one mailed last year. This week it is paper. If you have discarded your new calendar please download from the Town's website [www.townofpaxton.net](http://www.townofpaxton.net)

**Public Session**

- **(JM)** I would like to see a policy put in place that requires exit interviews be done with employees once they have terminated with employment with the town. I feel that this would help us to establish a history that could be used to better maintain our current employees.

**Motion (JM) seconded (PB) to leave the regular meeting and entered into Executive Session at 7:34pm and we will return to the regular meeting for the purpose of adjourning. Unanimous, all in favor.**

**Returned to Regular Session at 8:22pm**

**Adjourned Meeting at 8:22pm, Unanimous all in favor.**

The next meeting is scheduled for Monday, March 26, 2018 at 7:00pm.

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

Meeting minutes

Agenda

Attendance list

Town Administrators Regular Meeting Update

Respectfully submitted,

Donna Graf-Parsons  
Executive Assistant