



Town of Paxton  
Board of Selectmen  
697 Pleasant Street, Paxton, MA 01612  
(508) 754-7638 – phone (508) 797-0966 – fax  
dparsons@townofpaxton.net

## Regular Meeting Minutes

Monday, February 27, 2023

**Meeting Location: Public Safety Complex, 576 Pleasant Street, Paxton, MA 01612**

Members Present: Julia N. Pingitore, Chair  
Kirk R. Huehls, Vice Chair  
Carol L. Riches, Clerk

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: see Attendee List

The Chair called the meeting to order at 4:30pm. We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning.

### CONSENT ITEMS

- 1. Approve meeting minutes from the Regular meeting on February 13, 2023.
- 2. To approve the extension of the sanitary sewage agreement for 1 Woodland Drive with Upper Blackstone as part of the agreement with the City of Worcester. All expenses to be handle by the resident.
- 3. Accept the resignation of Steven Rebesco from the Economic Development Committee effective 2/16/2023 for a one-year term.
- 4. Authorize the Town Administrator to execute the participation form for the new National Opioid Settlements with Teva, Allergen, CVS, Walgreens, and Walmart on behalf of the Town of Paxton.
- **(JP)** Are there any objections to any of the consent items? Hearing no comment. Items 1 through 4 are approved.

### OLD BUSINESS

#### Annual Town Meeting date

- **(JP)** Discuss possible change. We are actually doing better at this time than anticipated.
- **(HM)** The concern is that we won't have solid numbers. Right now, we only have preliminary numbers from the state so the longer you wait the more time you have to get solid numbers.
- **(KH)** What has the past trend been?
- **(CR)** The state numbers will not go down. Basically, we know what we have. Current deficit of \$250,000 and not all the budgets are in. The dispatch side could help us. I think we should take a little time to wait and see.
- **(JP)** Revisit this on the next agenda.

### **Town Administrators Goals**

- (JP) This is just to finalize the goals you have.
- (HM) I have incorporated the additional ones that were brought forward at our last meeting.
- (JP) Do you feel that you will be able to compete all of these?
- (HM) A handful of these will get done on a day to day basis anyways it's just a means to keep track.
- **Motion (KH) seconded (CR) to accept the Town Administrators goals as written. Unanimous, all-in favor.**

### **NEW BUSINESS**

#### **Open the warrant for the Annual Town Meeting**

- **Motion (KH) seconded (CR) to open the warrant for the Annual Town Meeting on May 1, 2023 at 7pm at Paxton Center School. Unanimous, all-in favor.**

### **SELECT BOARD CORRESPONDENCE**

- None

### **PUBLIC COMMENT**

- None

### **TOWN ADMINISTRATOR'S REPORT**

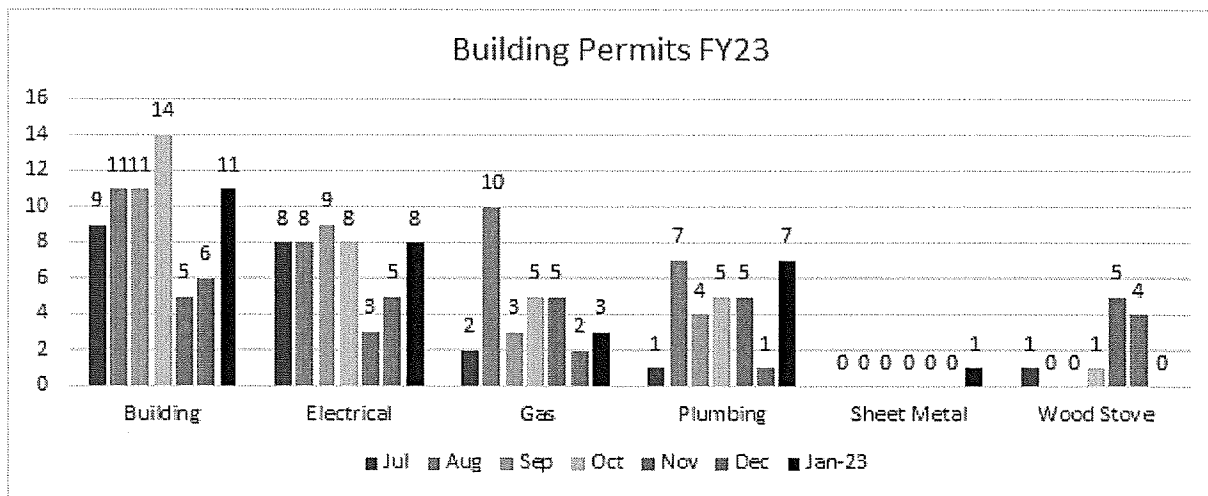
#### **Boards, Committees, Commissions**

**Planning Board** – The Planning Board has a vacancy. The volunteer who assumes this joint appointment by the Select Board and sitting Planning Board will serve in this capacity until the Town's next election on May 8, 2023. If the volunteer is interested in continuing, they will need to run for election for the remaining term of the vacancy. Please submit a letter of interest and a resume to [dparsons@townofpaxton.net](mailto:dparsons@townofpaxton.net) before 4pm on Wednesday, March

#### **DEPARTMENTAL UPDATES**

##### **Building Department**

In January we saw an increase in permits from December's low of 18 up to 30 in January. Of those permits, 11 were building related. In FY23 thus far we have had 68 building permits pulled.



### Conservation Commission

The Con Com has voted to make a contingent offer for the Conservation Agent position to Doug Dillon. Doug will begin the position with the Town late February.

### Public Safety Building

The Select Board have begun to use the Public Safety Building Training Room to host and broadcast the Select Board meetings live. On February 8, the Finance Committee held their first meeting at the Public Safety Building. The policy on use of the Training Room can be found on our website [here](#).

### School Budget (WRSD)

The Town's Town Administrators involved sent a letter to the WRSD Superintendent this past week, advising that the Towns' had a limited bandwidth for no more than a 4% assessment increase. WRSD is holding a joint meeting on the 27<sup>th</sup> to review their budget with all Towns, TA's, and Fin Coms.

### Town Administrator

The DPW hired an outside contractor to assist with tree debris removal from Town properties and trees that have fallen into the roadways. The Paxton Municipal Light Plant was kind enough to let us use their chipper to catch up on tree branches that had fallen during the last storm.

During the weekend of the 4<sup>th</sup>, we had some cold temperatures that caused several pipes to freeze in residences and which resulted in substantial flood damage. The Building Commissioner condemned one such home that currently had no occupants on the 7<sup>th</sup>. Our Fire, DPW, and Building Commissioner have been working with other related matters as they arise.

## FINANCES

### Annual Audit

Our Auditors completed their Audit of our FY22 books in early February. We will be setting up a meeting for the Auditor to visit with the Select Board and Finance

Committee to review their findings. After this meeting, the Audit documents will be made available on the Town's website for anyone to view.

### **Bond Rating**

In February, Donna Couture (Treasurer) and Larissa and I met with our Moody's representative to complete an interview and allow an opportunity for Moody's to apply their new formulas to the Town of Paxton. Moody's issued their official report on the 7<sup>th</sup> and scored Paxton the same as previous, Aa3 rating. To view the official press release from Moody's, please click [here](#).

### **FY24 Budget Process**

The FY24 budget process is well underway. The Finance Committee has started reviewing budget and met with the Library and COA on the 8<sup>th</sup> at the Public Safety Complex for the first time. Our staff have been working on updating and obtaining the most current information and figures for the FY24 budget.

### **Grants**

Active/Status Update:

**Community Compact (IT) Grant** – Grant funds were awarded in December in the amount of \$115,000 to support conversion to records management system, including scanning and electronically filing many of the Town's files to relieve storage burden and make files more user friendly and searchable.

**Community Compact Grant "HR Procedures"** – Turnover in staff at Collin's Center. Working with them to finish up the project. In Progress

**DFS Firefighter Safety Grant** – FD was awarded for \$15,500 for a grant for turnout gear which they applied for in October.

**Early Education & Care** – The Recreation Department has received a grant for \$3,250 a month towards the Before/After School Program starting in October. (9/2022)- In Progress

**MIA Risk Management Grant** – We were awarded half of the funding for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$5626.53 out of the total \$9,237.50 applied for in September.

**MIA Wellness Grant** – Partially Complete.

**Office of Grants & Research** – The Police Department received a grant with funding from the National Highway & Traffic Safety Administration in the amount of \$19,921 (9.2022) – In Progress.

**SAFE Grant** – FD applied for and were awarded a grant in the amount of \$5,400 for safety education.

**Small Bridge Grant (2019)** – Planning Grant Black Hill Road, in progress.

**State Earmark of Funds** – Senator Gobi and Representative Ferguson had contacted my office early this summer to inquire if there were projects related to economic development in which we could use funding. They submitted legislation that would support \$75k for redoing our Zoning Bylaws and \$125k related to our DPW building. We received notice on Friday that the earmark totaling \$200k was approved. Funds will be required to be used and projects completed by June 30, 2026.

**United Way** – The Recreation Department applied for and were awarded funds in the amount of \$5000 for additional after school/out of school programming.

**Wachusett Reservoir Watershed Salt Reduction Grant** – We were awarded the 50/50 matching grant for a polar flex system, that if awarded would reduce the cost of the item, which is originally \$6,700, in half.

**Applied for:**

**Ambulance Certified Public Expenditure Program** – FD applied for reimbursement for Medicaid/Mass Health ambulance billings for the prior Fiscal Year 2022, with the amount requested at \$62,566.

**Assistance to Firefighters Grant**- FD applied in January 2021 for \$450,000 for a Water Tanker. Funding to awarded through December, no word yet.

**Procurement:**

Pending:

- Security Cameras (Paxton Center School) – Working with the School to complete this outstanding project and purchase from the State Bid list.

To do:

- Cable Access Software
- Records Building – Fence
- Security Cameras (Paxton Center School) –
- Town Common area drainage (WRAP funding)
- Trash Collection
- Tivnan Field Lights (materials only)
- 

**JOB OPENINGS**

Police Officer (x2)

**PROJECTS**

**Updates**

**Town Building Phone Upgrade** – We are now working directly with TPX on this project. Phones are installed in most offices. We are working on navigating any wiring challenges, as well as confirming the correct accounts and lines to port over. The phones will be arriving early February and we should have training and a complete switchover prior to the end of February.

**Cybersecurity**- We will be implementing Multifactor authentication as well as utilizing phishing tests (paid for through a MIIA grant) for all employees with emails.

**ADJOURN**

- Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 4:52pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.
- Returned to Regular Session at 5:45pm
- Adjourned Meeting at 5:45pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.

The next meeting is scheduled for March 8, 2023, 1:00pm.

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

Agenda  
Attendance list  
Town Administrators update  
Meeting minutes

Respectfully submitted,

Donna Graf-Parsons  
Executive Assistant

DRAFT



Town of Paxton  
Board of Selectmen  
697 Pleasant Street, Paxton, MA 01612  
(508) 754-7638 – phone (508) 797-0966 – fax  
dparsons@townofpaxton.net

## Regular Meeting Minutes

Wednesday, March 8, 2023

Join Zoom Meeting <https://us02web.zoom.us/j/85059646425>  
Meeting ID: 850 5964 6425

Members Present: Julia N. Pingitore, Chair  
Kirk R. Huehls, Vice Chair (via Zoom)  
Carol L. Riches, Clerk

Town Administrator: Heather M. Munroe, Town Administrator

Attendees: Jeremy Richard

The Chair called the meeting to order at 1:06pm.

### Discuss date for Annual Town Meeting

- (JP) We are looking to change the Annual Town Meeting to Monday, June 5, 2023.
- (HM) We have previously discussed this. We have a lot of unknowns making the budget more difficult to complete. The School Committee voted on a 4.18% increase to the school budget. The deadline to have their E&D certified is April 15<sup>th</sup> at which time they may be able to reduce their budget numbers. We would have more time and be less rushed to do everything and this would allow us to have one meeting and get everything done. June 5<sup>th</sup> is okay with the Town Clerk and Moderator as well.
- **Motion (KH) seconded (CR) to move the date of the Annual Town Meeting to June 5, 2023 at 7pm at Paxton Center School. Unanimous, all-in favor. Roll call (KH) yes, (CR) yes, (JP) yes.**

### Adjourn

- **Motion (KH) second (CR) to adjourn the meeting at 1:12pm. Unanimous all-in favor. Roll call (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for March 13, 2023, 7:00pm.

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

Agenda

Attendance list

Respectfully submitted,

Donna Graf-Parsons  
Executive Assistant



**TOWN OF PAXTON  
MASSACHUSETTS**

**BOARD OF SELECTMEN**

License fee:	_____
Application fee:	_____
Date Paid:	_____

Date: 3/3/23

The undersigned hereby applies for a License in the Town of Paxton in accordance with the rules and regulations made under the authority of the General Laws relating thereto. Requests must be made with the Board of Selectmen at least thirty days prior to the event.

NAME OF APPLICANT Jessia Eckstrom SS# \_\_\_\_\_

ON BEHALF OF ANNA MARIA College  
(NAME OF ORGANIZATION)

TYPE OF LICENSE 1 day liquor license

PURPOSE Senior week beer garden

LOCATION St. Anne LANN

DATE Wednesday May 10, 2023

HOURS OF OPERATION 4pm-10pm

PERSON IN CHARGE Jessia Eckstrom

SIGNATURE OF PROPERTY OWNER Michael J. Meis  
(IF APPLICABLE)

BY: Jessia Eckstrom  
(SIGNATURE)

50 Sunset Lane  
(ADDRESS)

Paxton MA 01612

Jessia Eckstrom  
(PRINT OR TYPE NAME)

508-849-3271  
(TELEPHONE NO. BETWEEN 8 AM-5 PM)

**DEPARTMENTAL RESPONSE**

(Circle one) **APPROVED**

**NOT APPROVED**

Subject to the following conditions (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

COPIES TO:	
Building/Zoning	_____ Fire _____
Police	_____ BOH _____
Light Dept.	_____ Wiring _____
Plumbing	_____ Treasurer _____
Hwy/Water	_____ Assessors _____





TOWN OF PAXTON MASSACHUSETTS

BOARD OF SELECTMEN

License fee:
Application fee:
Date Paid:

Date: 3/3/23

The undersigned hereby applies for a License in the Town of Paxton in accordance with the rules and regulations made under the authority of the General Laws relating thereto, Requests must be made with the Board of Selectmen at least thirty days prior to the event.

NAME OF APPLICANT Jessica Eckstrom SS#

ON BEHALF OF ANNA MARIA College (NAME OF ORGANIZATION)

TYPE OF LICENSE 1 day liquor license

PURPOSE beer garden to celebrate Division 3 week during men + women's lacrosse double header

LOCATION CAPAKSO Field + adjacent green space

DATE SATURDAY April 15, 2023

HOURS OF OPERATION 10AM - 6PM

PERSON IN CHARGE Jessica Eckstrom, Vice President of Student Affairs

SIGNATURE OF PROPERTY OWNER Michael A. Maro (IF APPLICABLE)

BY: Jessica Eckstrom (SIGNATURE)

50 Sunset Lane (ADDRESS) Paxton MA 01612

Jesslia Eckstrom (PRINT OR TYPE NAME)

508-849-3271 (TELEPHONE NO. BETWEEN 8 AM-5 PM)

DEPARTMENTAL RESPONSE

(Circle one) APPROVED

NOT APPROVED

Subject to the following conditions (if any):

Signature

Title

Date

COPIES TO: Building/Zoning, Fire, Police, BOH, Light Dept., Wiring, Plumbing, Treasurer, Hwy/Water, Assessors

## Donna Graf-Parsons

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**From:** Laurie Becker  
**Sent:** Wednesday, March 1, 2023 1:59 PM  
**To:** Donna Graf-Parsons  
**Subject:** BOR - reappointment

Hi Donna,

Can you please ask the BOS to reappoint Jennifer Bridgers to a 3 year term ending March 31, 2026? Her current term expires 3/31/2023 (she was only appointed to finish Jeremy's term).

*Laurie Becker, CMMC*

Town Clerk

Town of Paxton

697 Pleasant Street, Paxton, MA 01612

(508) 799-7347 Ext. 13

[lbecker@townofpaxton.net](mailto:lbecker@townofpaxton.net)

**Finance Committee Regular Meeting**  
**Public Safety Building**  
**March 1, 2023; 7:00p1n**

1. 7:00 pm: Open Meeting
2. Vote Minutes for the Feb 15, 2023 meeting

New business:

3. Discuss Fire/EMS budget #1220 with Chief Pingitore
4. Discuss Assessor budget #1141 with Assessor Kateri Clute
5. Discuss Town Service Coordinator budget #1129 with Sheryl Lombardi
6. Discuss Recreation Revolving Fund with Kathy Card
7. Vote on the following budgets: Historic District #1183, Historical Commission #1691, County Retirement #1911, and Central Purchasing #1915.
8. Appoint Finance Committee member to the Economic Development Committee.
9. Adjourn

Filed by Richard Fenton

Posted on 2/21/2023 at 9:50am Town Hall & Website LB

- **Appointed Jeremy Richard to the Economic Develop Committee to replace Steve Rebesco as a non-voting member.**



Michael Pingitore  
Fire Chief

## *Paxton Fire Department*

576 Pleasant Street  
Paxton, Massachusetts 01612  
508-791-6600 Fax 508-793-3113

3/8/2023

To: Paxton Selectboard  
From: Fire Chief Michael Pingitore  
Re: Department donation

Honorable Board,

Mr. and Mrs. Drew Stratton of Wilde wood Drive have graciously donated \$5000.00 to the Paxton Fire Department to be used to purchase two "W" Tools to assist with gaining access to secured doors and windows in emergencies this will greatly help to improve department operations. Their donation has not only saved the taxpayers money but has improved our ability to serve this community. I am extremely grateful for their gift to the citizens of Paxton.

Respectfully,

Michael Pingitore, Fire Chief  
Town of Paxton Fire Department

...the desire to serve...the ability to perform...the courage to act



**Paxton Police Department**  
576 Pleasant Street, Paxton MA 01612  
[www.townofpaxton.net](http://www.townofpaxton.net)  
Phone 508-755-1104  
Fax: 508-754-8557

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TO: Board of Selectmen  
FROM: Chief Savasta  
DATE: March 9, 2023  
SUBJECT: Donation

The \$5,000.00 donation from the Stratton's will be used towards the purchase of three more patrol rifles so that each car has one.