

## Donna Graf-Parsons

---

**From:** Mark Love <mlove@mla-cpa.com>  
**Sent:** Thursday, October 6, 2022 11:41 AM  
**To:** Julia Pingitore; Kirk Huehls; Carol Riches  
**Cc:** Heather Munroe; Donna Graf-Parsons  
**Subject:** Select Board Meeting - Scheduled for October 11, 2022

Caution! This message was sent from outside your organization.

Julia, Kirk, Carol,

This communication is an effort to comply with requests made of our group to provide some detail of the ARPA matters that we would like to have discussed at the upcoming meeting of the Select Board.....which understanding is will now be a joint meeting of the Select Board and the ARPA committee.

That effort to comply notwithstanding...there exists in our group's minds...some confusion or at least a considerable amount of reference....to our group providing the 'questions' which we may have. Such reference to that matter of 'questions' is made in the email that I received that trails below, as well as, in the Select Board meeting minutes of September 12, 2022.

Our groups recollection is....that while the matter of 'questions' was discussed....our position was that our providing a full and complete list of questions was impractical....as any ensuing discussion could lead to another question or to a follow up question.....that is unknown or unanticipated at this time....just as.....an ensuing discussions could render an expected question to then become a moot point.

Our understanding was that we would provide a list of Topical Areas for Discussion prior to the scheduled meeting where ARPA matters would be listed as a meeting agenda item on the meeting notice. In our opinion, that was the outcome of the September 12<sup>th</sup> Select Board meeting....at least as we interpreted matters..... as well as, upon several of us reviewing the Select Board meeting on VOD.

Request was also made of us to provide such detail of the matters which we wished to have discussed...we thought....within 48 hours before the assigned meeting. The aforementioned email that trails below is now asking that we provide such information by noontime on October 6, 2022. That new deadline is now.....not 48 hours prior to the meeting...but instead....it is 127 hours prior to the meeting. And it is not two days before the meeting...but instead it is....five and a half days before the meeting.

It is not clear to us why or how the Town Hall being closed on Fridays and an impending holiday.....would require an email listing of topics to have to be sent five and a half days before the meeting....when 48 hours before the meeting was the initial criteria.

That timeline condition and circumstance so cited....this email will nonetheless...also be an effort to comply with the requests made of us....including this new timeline.

Below then is a list of Topical Areas of Discussion of ARPA Matters that we would like to discuss on the occasion of our coming before the Select Board.

As was mentioned at that earlier Select Board meeting....and is now reiterated here too.... each of these topical areas could potentially have discussion matters or relevant questions that could involve... Who, What, When, Where, Why, Why Not, How, How Come, How Much, How Long, and all the like.

Accordingly, some discussion could lead to more discussion and some Q&A could lead to other Q&A. As such, it is difficult, if not impossible, to state precisely where the talks could lead to exactly. But as one of the Select Board members so aptly stated on 9/12/22 .....Let's just have a discussion...which might have some good, some bad, some accolades, whatever. To which we would add...some might be quick, some easy, and some not so much. Either way, all are intended to be an open and transparent discussion.

To that end, as was likewise mentioned at the Selectboard meeting, while some of us may be close to these ARPA matters, not everyone in the public at large has been as close to them and as such not as fully informed. And so, what may be a repeat of matters for some of us, could be entirely new and previously unknown to others. We think that going into such deliberations knowing and accepting that premise will serve to be beneficial for all.

### Topical Areas of Discussion of ARPA Matters

1. Reasons for this ARPA Discussion
2. Matters of Background and Formation of the ARPA Committee
3. Matters of ARPA Projects and Initiatives Presented to and Considered by the Select Board
4. Role of the ARPA Committee / Role of the Select Board
5. Matters of the Fire Truck
6. Matters of the Time and Timing of and for the Use of ARPA Funds
7. Next Steps - Suggestions and Recommendations.

We look forward to an open discussion of these matters.

Thank you.

*Mark*

**Mark L. Love**  
**313 Richards Avenue**  
**Paxton, MA 01612-1117**  
**508-797-5200**

---

**From:** Donna Graf-Parsons <dparsons@townofpaxton.net>  
**Sent:** Wednesday, September 28, 2022 10:14 AM  
**To:** Mark Love <mlove@mla-cpa.com>  
**Cc:** Julia Pingitore <jpingitore@townofpaxton.net>  
**Subject:** Select Board meeting

Hi Mark,

Julia has set a joint meeting with the ARPA Committee for our next Select Board meeting to be held on Tuesday, October 11, 2022, at 7pm.

As directed by the Select Board Chair please forward any questions that you may want to discuss to me by noontime on Thursday, October 6<sup>th</sup>.

I know this is less than 48 hours prior to the meeting but I am out of the office from October 7<sup>th</sup> thru October 10<sup>th</sup> due to the holiday weekend so, to ensure that there is adequate time to get this information to each of the Board members please provide your questions by the date and time requested. Please let me know if you have any questions regarding this meeting and I look forward to hearing back from you.

Thank you,

*Donna*

Donna Graf-Parsons, Executive Assistant  
Town Administrator & Office of the Select Board



Town of Paxton  
697 Pleasant Street,  
Paxton, MA 01612  
(508) 754-7638 Ext 10 Fax: (508) 797-0966  
[dparsons@townofpaxton.net](mailto:dparsons@townofpaxton.net)

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR 2022 STATE ELECTION**

SS.

To the Constables of the Town of Paxton

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at:

**WARD: 0      PRECINCT: 1**

**PAXTON CENTER SCHOOL  
19 WEST STREET  
PAXTON, MA 01612**

On **TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2022**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

|                                       |                                |
|---------------------------------------|--------------------------------|
| GOVERNOR and LIEUTENANT GOVERNOR..... | FOR THIS COMMONWEALTH          |
| ATTORNEY GENERAL.....                 | FOR THIS COMMONWEALTH          |
| SECRETARY OF STATE.....               | FOR THIS COMMONWEALTH          |
| TREASURER.....                        | FOR THIS COMMONWEALTH          |
| AUDITOR.....                          | FOR THIS COMMONWEALTH          |
| REPRESENTATIVE IN CONGRESS.....       | SECOND DISTRICT                |
| COUNCILLOR.....                       | SEVENTH DISTRICT               |
| SENATOR IN GENERAL COURT.....         | WORCESTER & HAMPSHIRE DISTRICT |
| REPRESENTATIVE IN GENERAL COURT.....  | FIRST WORCESTER DISTRICT       |
| DISTRICT ATTORNEY.....                | MIDDLE DISTRICT                |
| SHERIFF.....                          | WORCESTER COUNTY               |

**QUESTION 1: PROPOSED AMENDMENT TO THE CONSTITUTION**

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on June 12, 2019 (yeas 147 – nays 48); and again on June 9, 2021 (yeas 159 – nays 41)?

**SUMMARY**

This proposed constitutional amendment would establish an additional 4% state income tax on that portion of annual taxable income in excess of \$1 million. This income level would be adjusted annually, by the same method used for federal income-tax brackets, to reflect increases in the cost of living. Revenues from this tax would be used, subject to appropriation by the state Legislature, for public education, public colleges and universities; and for the repair and maintenance of roads, bridges, and public transportation. The proposed amendment would apply to tax years beginning on or after January 1, 2023.

The proposed law sets forth criteria that, if met, would require the Commissioner to presumptively disapprove a carrier's rate, including if the aggregate medical loss ratio for all dental benefit plans offered by a carrier is less than 83 percent.

The proposed law would establish procedures to be followed if a proposed rate is presumptively disapproved or if the Commissioner disapproves a rate.

The proposed law would require the Division to hold a hearing if a carrier reports a risk-based capital ratio on a combined entity basis that exceeds 700 percent in its annual report.

The proposed law would require the Commissioner to promulgate regulations consistent with its provisions by October 1, 2023. The proposed law would apply to all dental benefit plans issued, made effective, delivered, or renewed on or after January 1, 2024.

**A YES VOTE** would regulate dental insurance rates, including by requiring companies to spend at least 83% of premiums on member dental expenses and quality improvements instead of administrative expenses, and by making other changes to dental insurance regulations.

**A NO VOTE** would make no change in the law relative to the regulations that apply to dental insurance companies.

### **QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

#### **SUMMARY**

This proposed law would increase the statewide limits on the combined number of licenses for the sale of alcoholic beverages for off-premises consumption (including licenses for "all alcoholic beverages" and for "wines and malt beverages") that any one retailer could own or control: from 9 to 12 licenses in 2023; to 15 licenses in 2027; and to 18 licenses in 2031.

Beginning in 2023, the proposed law would set a maximum number of "all alcoholic beverages" licenses that any one retailer could own or control at 7 licenses unless a retailer currently holds more than 7 such licenses.

The proposed law would require retailers to conduct the sale of alcoholic beverages for off-premises consumption through face-to-face transactions and would prohibit automated or self-checkout sales of alcoholic beverages by such retailers.

The proposed law would alter the calculation of the fine that the Alcoholic Beverages Control Commission may accept in lieu of suspending any license issued under the State Liquor Control Act. The proposed law would modify the formula for calculating such fee from being based on the gross profits on the sale of alcoholic beverages to being based on the gross profits on all retail sales.

The proposed law would also add out-of-state motor vehicle licenses to the list of the forms of identification that any holder of a license issued under the State Liquor Control Act, or their agent or employee, may choose to reasonably rely on for proof of a person's identity and age.

**A YES VOTE** would keep in place the law, which would allow Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a driver's license or permit if they meet the other requirements for doing so.

**A NO VOTE** would repeal this law.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 11th day of October, 2022.

---

---

Select Board of Paxton

You are directed to serve this warrant by posting attested copies thereof in two or more public places, one of which shall be at the Post Office, as required by Town Bylaws, at least seven days before the day set for holding said election.

\_\_\_\_\_, 2022.  
Constable (month and day)



# TOWN OF PAXTON

## USER PERMIT APPLICATION FOR USE OF THE TOWN COMMON OR ROADWAYS

To request use of the Town Common or Roadways. Request must be provided at least thirty days prior to event.

Event Date: November 5, 2022

Begin Time: 9:00am End Time: 1:00pm

**Description of Event:**

Paxton Boy Scout Troop 105 will be collecting bottles and cans for a fundraiser.

Number of Attendees: 10 – 15

When the Town property is used for an event the Paxton Police, Fire and Emergency Management must be contacted and provided the details of the event to ensure that any public safety concerns are handled. Please contact the following departments and obtain their approval prior to the request going before the Board of Selectmen for final approval. Call Paxton Dispatch at (508) 755-1104 to reach:

Paxton Police Department: sign off: Mark Sante

Paxton Fire Department: sign off: [Signature]

Name of Applicant: Robert Dumont Organization: Paxton Boy Scout Troop 105  
(Contact Person) please print  
Address: 227 Pleasant St, Paxton, MA 01612

Telephone #s (H) (Cell) 508-320-2156 (email) bob\_dumont@yahoo.com

Mail completed form to - Paxton Town Hall  
Board of Selectmen  
697 Pleasant St.  
Paxton, MA 01612

\* Please feel free to use the back of this form to provide further details or you may attach any other information that may assist in the review process of this request.

**BOARD OF SELECTMEN'S OFFICE USE ONLY:**

Town property use approved on: \_\_\_\_\_

Comments: \_\_\_\_\_







Town of Paxton, Office of the Town Clerk  
697 Pleasant Street Paxton, MA 01612  
Phone: (508) 799-7347 Ext.13

To: Board of Selectmen

Re: Request for the Board to reappoint the following person as an Election Officer for the term of October 12, 2022 through August 15, 2023.

1. Anita Fenton

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to appoint the above-named person as an Election Officer for the term of October 12, 2022 through August 15, 2023.

Board voted (circle one):          Favorably          Unfavorably

Date of Appointment: October 11, 2022

Chairman of the Selectboard: \_\_\_\_\_

(Signature)



**ZONING BOARD OF APPEALS  
TOWN OF PAXTON  
PAXTON, MASSACHUSETTS  
697 Pleasant Street  
Paxton MA 01612  
Tel 508 753 2803 Ext. 11  
Fax 508 797 0966**

**email: [slombardi@townofpaxton.net](mailto:slombardi@townofpaxton.net)**

September 22, 2022

Town of Paxton  
Board of Selectmen  
697 Pleasant Street  
Paxton, MA 01612

RE: Reappoint R. Birkbeck

Dear Selectmen,

The Board of Appeals would like to request that The Board of Selectmen reappoint current Alternate Member, Robert Birkbeck to the open Voting Member position formerly held by Kirk Huehls. In doing so, it would mean that all five current members of the BOA are Voting Members. Any person to be appointed to the Board in the future would be an Alternate Member.

Please let me know if you have any questions.

Sincerely,

Sheryl Lombardi  
Town Services Coordinator  
for the Board of Appeals



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, September 26, 2022

Meeting Location: John Bauer Senior Center 17 West 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 7:00pm.

### PUBLIC HEARING

#### Anna Maria College

- **Matthew Simpson**, Buildings and Grounds Manager from AMC. The college had a change in vendors so we had to change out some tank which caused the increase in total gallons so we need to amend our current license.
- **(JP)** Are there any concerns from the Fire Department?
- **Matthew Simpson**, Not that I am aware of.
- **(JP)** We have noted that the mailings have been properly returned.
- **Motion (KH) seconded (CR) to accept the increase in the fuel tank capacity for Anna Maria College as requested on the amended license. Unanimous, all in favor.**

### CONSENT ITEMS

- 1. Sign the Election Warrant for the State Election to be held on November 8th from 7am to 8pm at the Paxton Center School – passed over until next meeting.
- 2. Approve the Town Clerk's early voting hours for the November 8th election as follows:  
October 22, 2022, 9am to 1pm  
October 24, 2022, to October 27, 2022, from 10am to 2pm  
October 29, 2022, from 9am to 1pm  
October 31, 2022, to November 3, 2022, from 10am to 2pm  
November 4, 2022, from 9am to 1pm
- 3. Approve meeting minutes for Select Board Meeting held on September 12, 2022.
- 4. Appoint Mark Love to the Wachusett Regional School District Audit Advisory Board until June 30, 2025.

- 5. Accept the resignation of Tiffany Sidhom from the DPW Building Committee Send a letter thanking Tiffany for her service.
- (JP) Any discussion on the consent items. Hearing none, items 2 - 5 are approved.

## PRESENTATION

**Green committee** - Pass over at this time.

## OLD BUSINESS

### **Discuss liaison positions and roles**

- (CR) Under definitions there is an empty bracket. Also, it says community calendar at the bottom instead of Liaison Policy.
- (JP) Under definitions need to correct the spelling of permanent.
- (JP) I think we have some liaison assignments that are not necessary, such as individual position like our inspectors. Hazardous Waste can go with the Board of Health. Emergency Manager can go under the Fire Department.
- (CR) The Economic Development Committee needs a liaison. Perhaps this could come under Kirk with the Planning Board.
- (JP) Lets table this until the next meeting. We will make these changes and bring it back.
- (CR) Under section 3 it says Town Manager. That needs to say Town Administrator.

### **COVID policy**

- Pass over

### **Intermunicipal agreement with Rutland for ACO**

- **Motion (KH) seconded (CR) to approve the Regional Agreement for the Animal Control Officer with the Town of Rutland until June 30, 2023. Unanimous, all in favor.**

### **WRSD maintenance agreement**

- (HM) We were provided some additional information with the evaluation that was done in November of 2016. An evaluation of our septic system was done at that time. There were concerns with some of the parts of the system. Potential failure in the leech fields. The town of Sterling has signed the agreement and Princeton has not. Princeton had similar concerns to what we had. Further details on the breakdown for each town is also provided in a report to the Board.
- (JP) We need to have a further conversation with the district to get these numbers up. I would suggest an increase to \$10,000.
- (KH) We need to make sure that the grease traps are being checked.
- (CR) On the second line our address is in correct.
- **Motion (KH) seconded (CR) to wait until the Town Administrator is able to find out a little more as far as the maintenance is concerned. Unanimous, all in favor.**

## NEW BUSINESS

### **ADA Grievance Procedure**

- (JP) Looking to update this procedure to go along with the ADA Grant Application of the COA.
- **Motion (KH) seconded (CR) to approve the ADA Grievance Procedure as presented. Unanimous, all in favor.**

## **ARPA**

- **(JP)** We have a resident in town that has been displaced from their home. Would like to be able to utilize funds from the assistance to households. ARPA recommended a subcommittee of three people that would review and make decisions on providing additional assistance to residents.
- **(CR)** The funds are there to help the town's people but I do not want to see taxes, water or electric bills paid off. If we can help in other ways, I am fine with the sub-committees reviewing each case and maybe set a limit on it.
- **(KH)** I am concerned that we are setting up a welfare line and opening ourselves up to other situation.
- **(JP)** The intended use of ARPA when it first came out was specifically to assist individuals and that is why we brought that forward.
- **(KH)** I'm not sure the resident is going to be able to get on top of the situation.
- **(JP)** The intent is for a short-term solution. ARPA cannot fund a long-term solution. I like the idea of setting a limit on this. What dollar limit do you feel is appropriate?
- **(CR)** I would like to save \$20,000 for fuel assistance the remaining \$30,000 could be used for additional assistance.
- **(HM)** 2.6% of the Town's population is below the poverty line. That equates to about forty-three households.
- **(JP)** That would give us about \$750 per household. I do not think we will get all forty-three households coming forward.
- **(KH)** I would feel comfortable with \$1500 per case.
- **(JP)** I am fine with \$1500 and we can always revisit it.
- **Motion (KH) seconded (CR) to set a limit of \$1500 for the individual contribution to aid households outside of the fuel assistance. Unanimous, all in favor.**
- **(JP)** Friendly amendment - Move to expand the usage criteria for the \$50,000 that was originally set aside for assistance to households to a discretionary basis to be handled by a 3 member committee appointed by ARPA and that we would then establish a \$1,500.00 limit per family from a \$30,000 allocation. Unanimous, all in favor.

## **SELECT BOARD CORRESPONDENCE**

- **(JP)** Read aloud correspondences commending the DPW Department on work well done.

## **PUBLIC COMMENT**

- **None**

## **TOWN ADMINISTRATOR'S REPORT**

### **BOARD/COMMITTEE OPENINGS**

Boards, Committees, Commissions  
See the Town's Website for more openings.

### **COMMUNITY HAPPENINGS**

#### **Complete Streets Public Meeting**

The DPW Superintendent, in conjunction with the Town's consultant, will be providing a presentation for our Complete Street Prioritization Plan and the next steps on Tuesday, September 27th at 6:30pm at the Senior Center. This presentation will be recorded and available through Paxton Access TV Website and YouTube station.

## Health & Wellness Fair

The Council on Aging will be hosting a Health & Wellness Fair open to all Paxton residents on Wednesday, September 28th from 10am to 1pm at the Senior Center. Flu shots will be available at no cost with a health insurance card.

## FINANCES

### Grants

Noted the grant opportunity for the Paxton Cultural Council. Grant applications are now being accepted. Please see the Towns website for more details.

#### Awarded (Newly):

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.  
Early Education & Care – The Recreation Department has received a grant for \$3,250 a month towards the Before/After School Program starting in October.

#### Active/Status Update:

Community Compact Grant “Financial Policies” – Complete. Community Compact Grant “HR Procedures” – In Progress. MIIA Wellness Grant – Partially Complete.  
Shared Streets Grant- In Progress.  
Small Bridge Grant (2019) – Planning Grant Black Hill Road, in progress.  
Applied for:

GAP II Grant – The DPW applied for the GAP III grant for funding for the Water Department’s Pump stations for energy efficiencies, in the amount of \$50,000. Waiting.

MIIA Risk Management Grant – Working to apply 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 \$9,237.50. Waiting.

#### Applying for:

ADA Grant – COA building automatic door opener and other miscellaneous safety enhancements (due 9/30) – In Progress

Community Compact (IT) Grant – Possible request for funds 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- In Progress (due 9/30)

### Procurement:

#### Pending:

Diesel Fuel – We just updated our materials and went back out to bid for diesel fuel for the Town, hoping to receive at least one bid this time, when we went out in July/August we received no bids. Bids were again due Monday, September 26th by 12 noon, due to trouble getting expressed interest, we have extended the due date until Tuesday, October 11th at 12 noon, in time for the next Select Board Meeting.

Roofs – We will be working on the work for the roofs (rec buildings and records building) next.

Security Cameras (Paxton Center School) – I have received an updated quote from the school on how they wish to proceed. I am working with the facilities person to confirm the contractor is on the state contract list and make sure we are following the rules on the list.

Trees (ARPA funds) – The IFB for this project has been posted and published. Bids are due on the 5th of October for the Select Board to review at their meeting on the 11th of October.

To do:

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

## MEETING UPDATES

DPW Building Committee – This Committee met earlier this month to get back to work. We reviewed where we left off and discussed the desire to pursue other locations for placing a DPW Building with the understanding that avoiding property that was in particular protected zones should allow for a real dollar impact savings. We reconvene in October and hope to see if we can use the funds appropriated at a past ATM, within their scope, to do a feasibility study for other locations.

Finance Committee – Fin Com met last week and approved two reserve fund transfers. One was for the funding needed to move forward with the ACO IMA with Rutland. The other was for funding for the TA to pursue Procurement Training through the State. The Fin Com raised good questions about the Recreation Department programs and revolving funds. We hope to have some research done over the next few weeks to answer the questions and the goal is to have a joint meeting with Fin Com and Rec in October to discuss further.

Resident Matter – Over the past few weeks many Town Departments have been working relentlessly to assist a resident in Town with a safety matter. Although we cannot speak to the details, I would like to formally recognize the hard work of Cindy Love, Mike Pingitore, Jeff Olsen, Dave Carl, Wayne Curren, John Reece, and Steve Gasper. Cindy and Mike have put in countless hours to find resources and solutions. We are very fortunate as a Town to have such dedicated staff who care about the residents in our Town.

## PROJECTS

### Updates

Town Building Phone Upgrade – This is still a work in progress, which we hope to resolve by the Calendar end.

Projects in the Works (Updates to come at future meetings)

5-Year Budget Forecast – We will be working on this at our financial management team meeting in October.

## ADJOURN

- **Adjourned Meeting at 8:00pm, Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.**

The next meeting is scheduled for October 11, 2022, 7:00pm.

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

Agenda

Attendance list

Town Administrators update

Meeting minutes

Respectfully submitted,

Donna Graf-Parsons  
Executive Assistant

DRAFT