



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

Dear Paxton Select Board members,

As the Chief Election Officer for the Town of Paxton, I am recommending that the hours and dates for Early Voting In-person for the 11/8/2022 State Election be as follows:

Day	Date	Time
Saturday	October 22, 2022	9am-1pm
Monday	October 24, 2022	10am-2pm
Tuesday	October 25, 2022	10am-2pm
Wednesday	October 26, 2022	10am-2pm
Thursday	October 27, 2022	10am-2pm
Saturday	October 29, 2022	9am-1pm
Monday	October 31, 2022	10am-2pm
Tuesday	November 1, 2022	10am-2pm
Wednesday	November 2, 2022	10am-2pm
Thursday	November 3, 2022	10am-2pm
Friday	November 4, 2022	9am-1pm

According to the State Election Advisory #22-01 (in reference to Chapter 92 of the Acts of 2022)

“On weekends, the number of hours you must be open depends on the number of registered voters in your community.

The required minimum hours for weekends are:

Number of Voters	Required Weekend Early Voting Hours
0 - 4,999	At least 1 day per weekend At least 2 hours each day you are open At least 4 hours total each weekend

For weekdays, the required minimum early voting hours will vary depending on the size of your community and at what point it is during the in-person early voting period. By default, the early voting hours are during your regular business hours; however, your city council, board of selectmen, or town council may have the option to limit early voting hours on certain days, if your community is small enough.

The required weekday early voting hours are:

Number of Voters	Required Weekday Early Voting Hours
0 - 4,999	At least 25% of regular business hours

In order to limit your early voting hours, your board of selectmen, city council, or town council will need to vote to do so at a public meeting held no later than 20 days before early voting begins.”

The proposed hours are more than the State Requirement for the 25% of regular business hours. If I held VBM hours for all my scheduled office hours I would need to be here before and after the start of my scheduled hours to set up and break down which I feel it unnecessary burden on my office. Thank you.

Laurie Becker
 Town Clerk



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 12, 2022

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

Meeting via zoom as well

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

Hybrid meeting to accommodate member Huehls

The Chair called the meeting to order at 7:05pm. We will enter into Executive Session and will return to the regular meeting only for the purpose of adjourning.

PUBLIC HEARING

Postponed until next meeting

- **Jeff Kent**, resident, Point of order. Why was public hearing postponed?
- **(JP)** AMC did not send out certified mailing that was required.
- **Jeff Kent** - What is purpose of consolidating consent items.
- **(HM)** A consent agenda allows you to go through items that would not be contentious. Any one of these can still be held aside.
- **(JP)** If you reference Roberts Rules, it is called a consent calendar.
- **Jeff Kent** - Not everyone has the inside track on these items. I disagree with consent items. I feel they should be delt with one by one.

CONSENT ITEMS

- Request from Congregational Church to use the Town Common on October 9, 2022.
- Request from Melissa Paulhus for the Martell 5K memorial race at Anna Maria College.
- Approve meeting minutes for meeting held on July 18, 2022.
- Approve meeting minutes for meeting held on August 5, 2022.
- Approve meeting minutes for meeting held on August 8, 2022.
- Approve meeting minutes for meeting held on August 22, 2022.
- Accept the resignation of Peter Warren as the Dog Officer.
- **(JP)** I would like to hold #5 - August 8th meeting minutes.

- (JP) Any discussion on the consent items. Hearing non items 1 - 7 are approved with a hold #5 the August 8th minutes for discussion later in the meeting.

OLD BUSINESS

Discuss liaison positions and roles

- (JP) Let's start with what we feel the liaison role should be.
- (KH) There are varying degrees of participation. How large or small of a roll do we want to take.
- (CR) I like the Pembroke policies and procedure. Not expected to attend meetings on a regular basis. Clear and concise. This would formalize it.
- (JP) I like the idea of formalizing it a bit and then a new member coming in would know what to expect. Everyone on the same page. No need to be at every meeting that you are a liaison to, but have those committees keep us abreast of what they are doing. I will start drafting a policy off of the Pembroke sample and then bring it back in front of you at a later meeting.

Select Board Goals

- (CR) I would suggest sending all our suggestions to Donna and then review them all as a Board. Categorize them and then we can review them.

Town Administrator Goals

- (JP) I would like to see us move towards a three year contract for the Town Administrator. With the current one year contract it could be difficult to put in short term goals.
- (CR) This was not mentioned in the contract so do we want to wait a couple of months first?
- (HM) I'm okay with that.
- (KH) Heather is a good fit and we are looking for the next step towards our future goals. When we as a Board look at the goals, we should look at the three years instead of the one and tie the into our goals.

Purchase Card Policy

- (JP) Carol you had some amendments?
- (CR) I have gone over those with Heather.
- **Motion (KH) seconded (CR) to accept the purchase card policy as written. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

WRSD maintenance agreement

- (HM) I'm trying to get some historical information on this agreement. They did not have a lot of history on where these numbers came from. They cannot tell me why the numbers are different for each town. So, it comes down to if you wish to sign as is or get more information.
- **Motion (KH) seconded (CR) to accept the agreement. Open for discussion.**
- (KH) I would like to better understand what those numbers are based on to make a better decision later on down the road.
(CR) I would like to know who much the district pays for each of the sewer bills. Have the other towns signed onto this agreement? Then we can bring this back again.
- **Motion (KH) seconded (CR) to amend the motion to also find out how much the district pays for each sewer bill and if the other towns have signed the agreement. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

- (JP) Correction to Consent item #5 on the August 8th meeting. Consent items are approved unless someone objects to an item to discuss later on in the meeting.
- **Motion (KH) seconded (CR) to approve the correct to consent item #5 on the August 8th meeting. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

NEW BUSINESS

- **Shawn Riken** – Paxton Center School Principal - Request to use the Town Common. This is part of a PTO fundraiser; I am looking to see if I can stay overnight on the Town Common.
- (JP) What facilities do you have available?
- **Shawn Ricken** – Paxton Center School.
- (HM) We received an umbrella policy for the school. Our insurance excludes overnight stays, so we need to secure insurance through the school or maybe a different location like the school itself.
- **Shawn Riken** - Could be done at the parking lot at the school as well.
- (JP) I would like more details around the insurance piece.
- (HM) We need a special event rider and list the town as an additional insured.
- (CR) I think the school would be a better location with the parking and its more familiar to students.
- (KH) A onetime umbrella policy is fairly cheap. It is a great idea.
- **Shawn Riken** – The school would be fine as well and the date is flexible.
- (JP) Provisional at the school and sort out the insurance details.
- **Motion (CR) seconded (KH) to approve the request to use the school providing receipt of appropriate insurance. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

Accept Line Painting Bids

- (HM) Not a formal process under \$50,000. The lowest bidder was Pro Finish line for 20,517.60.
- **Motion (KH) seconded (CR) to accept the bid from Pro Finish line in the amount of \$20,517.60 for the Line Painting. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

Senior Tax Work off Program

- (HM) There was not a lot of information that was previously established so we looked to see what some other towns did. I have discussed this with the Assessors to see if these numbers are still appropriate. I am working with Kateri on all the programs to make sure we are looking at Mass General laws to make sure we are offering the best programs we can. We have put together a layout of the program, work off abatement, certificate, schedule, potential position, application.
- (CR) We had income limits in the past and we took them out.
- (HM) We have a full packet and they can see what the limits are and if people are saying they do not meet it we can come back.
- (JP) Yes, we should track that and see if the limits should be changed if we need to.
- (CR) Are these positions set?
- (HM) We can add any others that we see are needed.
- **Motion (KH) seconded (CR) to approve the Senior Tax Work off program as provided. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

Review COVID procedures

- (JP) There are a few place that need to be changed but I have not completed that so we will bring this back at another meeting.

Acknowledge September as Childhood Cancer Awareness month

- (JP) Read proclamation that acknowledged September as Childhood Cancer Awareness month. The entire proclamation can be obtained the Select Board Office.
- **Motion (KH) seconded (CR) to acknowledge September as Childhood Cancer Awareness month. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

Inter Municipal agreement for ACO out of Rutland

- (HM) Once we heard from Pete that he was retiring we did not have much time in which to fill this position so we looked to see if we could join Rutland's regional program. The chief and I agree that going forward and working with Rutland would be the way to go and give it a try for a year. Takes one more thing off of our plate. All I need tonight is a vote to see if this is the direction the Select Board would like to go so, we can start putting together an agreement for October thru June at a cost of \$12,000. Currently the way the budget is set I cannot move money for this until May so I need to request a reserve fund transfer for about \$9,000 so we can cover this and in May we can transfer from ACO budget back into the reserve fund.
- (JP) Does she have enough bandwidth to accommodate us?
- (HM) The majority of the calls we had recently would not trigger a call to an ACO. The Rutland police chief is looking to ask for an increase in the ACO pay at the next special town meeting. Give it a year and then we can see how it goes.
- **Motion (KH) seconded (CR) to move forward with Regionalizing the ACO position with the Town of Rutland. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**
- (KH) It's better to have an Animal Control Officer versus just a Dog Officer. Better direction than what we have had the last few years.

SELECT BOARD CORRESPONDENCE

- (JP) CMMPO – We need to designate a Select Board member to attend to provide a vote for funding. Kirk you are the liaison can you do that? Forward details to Kirk to see if he can attend.
- **Motion (JP) seconded (CR) to approve Kirk Huehls as the Select Board member to attend the CMMPO meeting. Unanimous, all in favor. Roll call vote (KH) yes, (CR) yes, (JP) yes.**

PUBLIC SESSION

- **Jeff Kent** Does the maintenance agreement include the \$35,000 threshold?
- (JP) That is for capital items and we are not up for renewal on that agreement.
- **Jeff Kent** When will this come back up?
- (JP) I believe it is a five year agreement. I hear what you are saying and this should be looked at the next time.
- **Jeff Kent** August 8th public session regarding security cameras. You stated that the Capital plan was briefed at town meeting. There was no brief. The provider needs to give details so citizen can make an informed decision.

- **Mark Love** I would like to speak about some correspondence to the Select Board regarding ARPA. These emails were designed to show that there is a lot of rumors and conflicting info of all things ARPA. Not all of the public has been able to see all of the presentations on ARPA and we think it would be a very helpful item that at one meeting we discuss these items. The response has been that we need to be more detailed. Asked for those questions in writing.
- **(JP)** What does your group hope to accomplish? Do you anticipate any altered action would take place or just a reiteration of what has already been presented?
- **Mark Love** Not a review but there are projects that will go over and under budget so going forward this discussion could change the direction of certain projects.,
- **(JP)** I am concerned with the vagueness of the request. I would like to see something more specific so the Select Board members know what they need to discuss and the meeting is more productive.
- **(KH)** I think as a member if there is a Board that has a concern, I view my job as being the sounding board for whatever that might be for better or worse. It is healthy to have a conversation. I have no issue at all on having a discussion.
- **(CR)** I was on the committee at the time. I have no problem going over what we have discussed. If we are looking for everything in one place as long as it does not become a fight.
- **(JP)** I felt the comment was vague. I fear that when it is vague, I am concerned there is a motive behind it. I need to maintain a level of decorum and make sure that we are not taking up time that could be handled in a different way. We can put it on an agenda that has a lighter night so we can handle it. 48 hours in advance to meeting being posted you need to have your question to us. My request is not changing. No reason to hide it.
- **Mark Love** We have nothing to hide. Looking forward to an open discussion. We do not know every item to be discussed.
- **(JP)** We are not asking for everything., so please send along 48 hours in advance.

TOWN ADMINISTRATOR'S REPORT

ADMINISTRATIVE

General

We are working with all departments to provide training for Office 365 Teams. We are also looking at adding more functionality on View Permit.

The Fire Department has begun trainings with staff on CPR/AED/First Aid. By next week, we will have trained most non-emergency personnel including Town Hall staff, COA staff, and DPW staff. We will need to hold an additional training for Library staff and one or two other staff members.

On Wednesday, our health insurance company will be holding a one-hour training for employees who are available on work-life balance.

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.

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.

Paxton Outdoor Movie Night

The Recreation Department will be showing Clifford the Big Red Dog at the Bandstand (behind the school) on Friday, September 16th at 7:30 PM, food will be available at the snack shack.

DEPARTMENTAL UPDATES

Assessor's Office

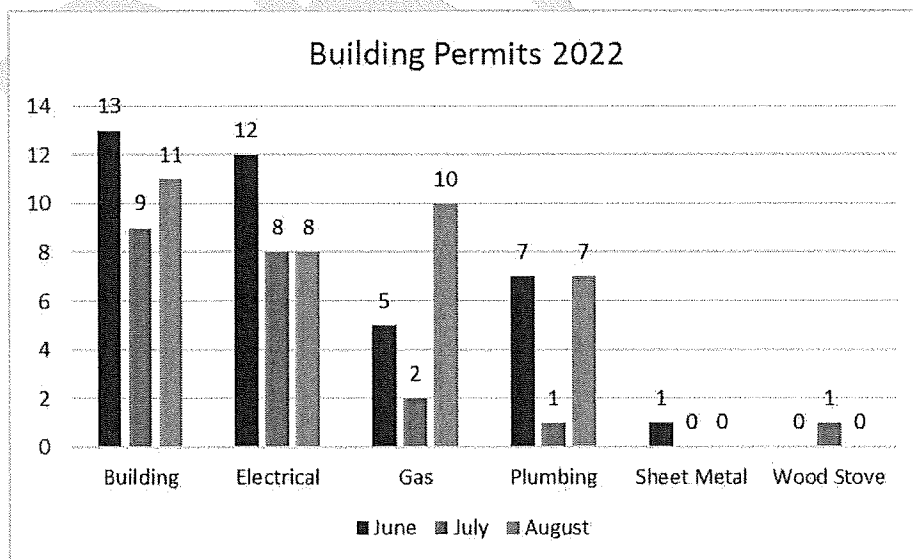
Field work is underway. Kateri will be working with the COA on opportunities to meet with the seniors to discuss the senior and veteran exemptions available and answer any questions.

Building

Dave Carl has taken over as our Provisional Building Commissioner, working through his certifications over the next 18 months and Richard Travers has resumed his role as the Local Inspector. Through teamwork, we have been able to secure a cell phone, used vehicle, a mobile iPad, and a laptop through the assistance of the Fire Department. Dave Carl will be holding office hours available to the public on Tuesdays from 5pm to 7pm (please ring the doorbell).

Anna Maria College is currently working on improvements to their baseball field, which will generate inspectional work for the department.

Building Department permits are up for the month of August since July by fifteen permits, but still two less than June.



COA

September is Health and Wellness month. The annual Health fair is on September 28th and flu shots will be available. They are working on cultural grants, filling the part time van driver position, outreach, and recently restocked the food pantry. The Worcester

County division that handles Fuel Assistance will also be on site in September to assist seniors with their applications.

DPW

The DPW is planning to work on line painting and stop lines over the next few months. They are working on doing some repairs to the sidewalks leading to the Paxton Center School. With the Winter Recovery (WRAP) funding from the State, they will be planning as the year progresses to tackle the drainage around the Town Common, sidewalks in that area, and then Highland and Central St at the same time. This fall they will be doing some road repairs/paving in the Forestdale neighborhood. The Water Department is still installing the updated water meters to customers.

Fire

Since last month, Fire has had 129 calls for service, averaging four per day. Of the calls, eighty-four were EMS related. The Fire Department was able to sell the old Fire Truck (1985 Pierce Arrow 1500/250 95' RMA) for \$8,000 on Monday last week.

Recreation

Summer Camp is wrapped up for this year. Recreation is now in full swing for the before and after school program at the school.

Town Clerk

The Clerk's Office held the primary election on Tuesday, September 6th. They had 768 total ballot casts, with 336 early voter ballots cast, and five absentee ballots cast. The results of the election can be found on the [Town Clerk's page](#).

Treasurer/Collector

\$11,800,000 billed in real estate taxes for FY22 and all but \$85,000 has been collected (a 99.28% collection rate). This past fiscal year, the Treasurer/Collector collected approximately \$75,000 in tax title.

FINANCES

Grants

Active/Status Update:

Community Compact Grant "Financial Policies" – Complete.

Community Compact Grant "HR Procedures" – In Progress.

MIA 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.

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)

MIA 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 – In Progress

Procurement:

Pending:

Line Painting- Ch 30 S 39M bidding process was followed with solicitation of bids from three vendors, and posting requirements complied with. We received three complete quotes as follows, the bid will be awarded to “the responsible bidder offering to perform the contract at the lowest price”:

Pro Finish Lines, Co. - \$20,517.60

K5 Corporation - \$20,681.80

Markings, Inc. - \$25,542.74

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 will be due Monday September 26th by 12 noon and are scheduled to be reviewed by the Select Board on the 26th.

Security Cameras (Paxton Center School) – We have had two meetings with the school. They are still working through the details and specifications of what they need. Once they complete this assessment, we will analyze our building options and proceed forward.

Trees (ARPA funds) – We are currently preparing materials to go out to bid for the highest concerning trees on the main roads in Town. The Tree Warden and DPW Superintendent will be marking these trees with white paint. We are hoping to have bids due on the 5th of October for the Select Board to review at their meeting on the 11th of October.

To do:

- **Recreational Buildings - Roofs**
- **Records Building – Roof/Fence**
- **Town Common area drainage (WRAP funding)**
- **Trash Collection**
- **Tivnan Field Lights (materials only)**
- **Cable Access Software**

MEETING UPDATES

Cable Advisory Committee – A few months ago the Nick from the Cable Advisory Committee came to the Select Board to request a dedicated space in Town as the Cable Advisory Office as well as a space to have the Select Board recording space routinely setup and static.

A few weeks ago, Michael Pingitore and I met with the Cable Advisory Committee to present an idea with regards to potential use of the Public Safety Complex for Cable activities. The Fire Department was able to find space for the Cable Advisory Committee's hardware to run the stations in a climate-controlled room at the station, where Cable will be moving their equipment over the next few months. The Fire Department was also able to spare office space for the Committee so they can move their office to the station and have ADA access.

We discussed with the Committee, after previously having conversations with the Mark Savasta, the idea of trying to hold Select Board meetings at the Public Safety Building

and potentially other meetings moving forward. This will be a pilot project and we will give this a try starting in January, giving everyone enough time to review and make any necessary changes to the schedule. The understanding is that the Public Safety is primarily a work location for the police and fire officers. Before January, we will need to develop a policy to balance the departmental needs and the use of the training room for Town Board meetings. If recording and live broadcasting of the Select Board meetings goes well, the preliminary plan is to expand the recording location to other Town Boards/Committees. If using the Training Room as a Town Board meeting space works out, we would then further entertain a conversation with the Select Board and the Cable Advisory Committee regarding potentially adding a direct entrance door into the training room from the sidewalk.

PROJECTS

Updates

Land Use Move- We are looking at relocating the Land Use Admin (Building, Board of Health, Conservation Commission, Planning Board, Zoning Board of Appeals), Sheryl (Town Services Coordinator) to the empty Dispatch space at the Public Safety Building. This move comes after consultation of the Police and Fire Chiefs and Sheryl. This move allows for closer collaboration between the fire and building departments, makes use of the unused dispatch space, consolidates trips for many permit applicants, and allows for a change of use of the space at Town Hall to a conference space. We are still working on the preparation details for the upcoming move and expect to have the transition completed by November 30th, if not sooner. We will make sure to publicize the move at Town Hall, the website, Facebook, and via any other means available.

Town Building Phone Upgrade – Through the hard work of Shawn Mead at the Fire Department we have been working with one company to finish up the transition of phones at the Public Safety Building and another to look at the possibility of converting the remainder of Town Buildings over to VOIP, using the existing funds available for telephone lines.

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

None currently.

- (CR) Has the Economic Development Committee been posted on the website?
- (KH) I know that Darlene Walsh is interested.
- (CR) Can we post the consent items with the agenda.
- (JP) Yes, we can post that information along with the agenda.

ADJOURN

- Motion (KH) seconded (CR) to leave the regular meeting and entered into Executive Session at 9:14pm and we will return to the regular meeting for the purpose of adjourning. (KH) yes, (CR) yes, (JP) yes.
- Returned to Regular Session at 9:58pm
- Adjourned Meeting at 9:58pm, Unanimous all in favor. (KH) yes, (CR) yes, (JP) yes.

The next meeting is scheduled for September 26, 2022, 7:00pm.

Documents from the Meeting filed in BOS office:

Agenda

Attendance list
Town Administrators update
Meeting minutes
Proclamation for September to be Childhood Cancer awareness month

Respectfully submitted,

Donna Graf-Parsons
Executive Assistant

DRAFT

Donna Graf-Parsons

From: Heather Munroe
Sent: Monday, September 19, 2022 2:42 PM
To: Mark Love
Cc: randi_jacob@wrsd.net; Richard Fenton; Donna Graf-Parsons
Subject: Re: WRSD Audit Advisory Board

Received. We will place this on the agenda for Monday! Thank you,
Heather

From: Mark Love <mlove@mmla-cpa.com>
Sent: Monday, September 19, 2022 1:29 PM
To: Heather Munroe <hmunroe@townofpaxton.net>
Cc: randi_jacob@wrsd.net <randi_jacob@wrsd.net>; Richard Fenton <rafenton.pax@gmail.com>
Subject: WRSD Audit Advisory Board

Caution! This message was sent from outside your organization.

Heather,

The short point or message is, yes, I would like to be considered for this position.

Back a few years ago, the former Paxton Town Administrator approached me about serving on the AAB, Unfortunately, my schedule did not allow such at that time. But I did state that such conflicts would likely abate in a few years in which case I would like very much to serve. That was 2018, this is now 2022.

I would point out that my experience as a CPA, as a practitioner in public accounting, and as an auditor....I think would be a good match and a good fit for this position.

If you need copies of my family album, a video highlight film, or an occasional favorable testimony....please advise.

Otherwise, I trust that this email will serve as sufficient response to your request below. If not, please advise.

Best regards,

Mark

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

From: Heather Munroe <hmunroe@townofpaxton.net>
Sent: Monday, September 19, 2022 1:07 PM
To: Mark Love <mlove@mmla-cpa.com>
Cc: Donna Graf-Parsons <dparsons@townofpaxton.net>; Richard Fenton <rafenton.pax@gmail.com>; Randi Jacob



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

NOTICE OF RESIGNATION FILED WITH TOWN CLERK

TO: Heather Munroe, Town Administrator	
Board of Selectmen (Appointing authority)	DPW Building Committee (Remaining members of board or comm.)
Person Resigned: Tiffany Sidhom	Office Resigned From: DPW Building Committee Member
Date Resignation Filed: September 13, 2022	Effective Date: September 13, 2022
Date of Term Expiration: June 30, 2023	Period of Full Term: 1 year

Chapter 41, Section 109, General Laws

" No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town or district clerk or such later time certain as may be specified in such resignation. Upon receipt of a resignation the clerk shall notify the remaining members, if the resignation is received from a board of two or more members, and he shall further notify the executive officers of the town or district and such notification shall include the effective date of the resignation..."

Date of notice: 9/13/2022

ATTEST: Dawie Becker
Town Clerk