



# TOWN OF PAXTON

## D.P.W. Building Committee

Meeting Minutes  
Wednesday, November 28, 2023

John Bauer Senior Center, 17 West Street, Paxton, MA

**Members Present:** Travis Thibault, Michael Pingitore, Kateri Clute, David Bloom, Nolan Flynn, Jason Burgess, and Heather Munroe (Non-voting)

**Members Absent:** Vacancy for Marketing/Advertising Resident position.

**Others Present:** None

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Heather Munroe opened the meeting at 7:00 pm as the Town Administrator, bringing the group up to speed with the agenda for the evening and the first step of reorganization of the committee.

### 1. Reorganization of Committee

Heather called for volunteers and nominations for Chair. MP made a motion to nominate Travis as Chair, seconded by DB. Vote 6-0.

Travis called for nominations for Vice Chair. KC made a motion to nominate David as Vice Chair, seconded by MP. Vote 6-0.

Travis called for nominations for Chair. MP made a motion to nominate Jason as Clerk, seconded by TT. Vote 6-0.

### 2. Distribution of Materials

Heather distributed materials for the committee and provided a brief background for each of the following pieces.

- a. Committee Charge
- b. DCR Advisory Opinion

### 3. Review Committee Charge

- a. Location is now determined for the Committee by the SB as the current location of 107 Holden Road. As advisory opinion was in favor of using same location, pushing it closer to the road.
- b. Membership is full except for the marketing/advertising resident position.
- c. Deliverables.

- i. Tried to get folks to do a recycling program down at the DPW in the past with donuts and coffee. We had a good turnout but were only able to get around 40 people to actually walk through all the buildings and look at the conditions of the facility.
- ii. Review of the deliverables.
- iii. Working conditions are deplorable, no breakroom, poor heat, poor sanitary conditions, poor conditions for storage of records and residents who walk into the office. The building is not ADA (handicap) compliant, no exhaust system.
- iv. Prior materials were put together for past attempts, including pamphlets and videos.
- v. Reach out to people where they are and start with the Survey.
  1. Mail survey – remind people using electronic surveys.
  2. Survey questions – Need to sell reasons. Need to explain about how nice town is kept.
  3. Wes & Sampson – Travis to reach out for them to next meeting for a presentation.

#### **4. Overview of history and current state**

- a. Poor safety for visitors, namely individuals looking to purchase cemetery plots have to walk through the mechanics bay to access the office.
- b. Not enough room for all town equipment indoors
- c. One restroom with cesspool that needs frequent pumping.
- d. Buildings and cesspool within the 200' primary protection zone of the reservoir

#### **5. DPW Earmark Update**

- a. \$34,250 budget for the purpose of moving forward.

#### **6. Next Step(s)**

- a. Wes & Sampson to come in January in person, Travis to check on availability.
- b. Heather group email

#### **7. Next Meeting Date(s)**

- a. To be scheduled in January

#### **8. Adjourn**

- a. Motion to adjourn by TT, seconded by DB. Vote 6-0.
- b. Meeting adjourned at 8:26pm