



TOWN OF PAXTON

SELECT BOARD MEETING Tuesday, August 22, 2023 – 7:00pm Training Room – Public Safety Complex 576 Pleasant Street, Paxton MA 01612

This agenda lists all matters anticipated for discussion, some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by the Local Cable Access Channel. Any member of the public planning to record the meeting must first notify the Chair. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be different.

CALL TO ORDER

1.	OPEN MEETING
2.	PRESENTATION FOR BLACK HILL ROAD CLOSURE
7:00PM	1. Partial closure of Black Hill Road to repair damage to the bridge.
3.	CONSENT ITEMS
7:20PM	1. Approve the meeting minutes from the Special Meeting held on August 10, 2023
	2. Accept the resignation of Catherine Frasco from the AMC scholarship committee
	3. Accept the resignation of Donna Odorski-MacLean from the Local Historic District Commission.
	4. Approve the request of the Paxton Garden Club to use the Town Common for a plant sale on June 1, 2024, from 6am to 12pm
	5. One day liquor license request from Milk Room Brewing Co. for a beer garden during an Anna Maria College football game to be held on September 2, 2023, from 10am to 7pm
	6. One day liquor license request from Milk Room Brewing Co. for a beer garden during an Anna Maria College football game to be held on September 16, 2023, from 11am to 8pm
	7. One day liquor license request from Anna Maria College for an Alumni event held on the lawn at Saint Anne's on September 16, 2023, from 12:30pm to 2:00pm
	8. One day liquor license request from Seven Saws Brewing for a beer garden during an Anna Maria College football game to be held on September 30, 2023, from 1pm to 6pm
	9. Memorandum of Understanding with the City of Worcester for a sewer agreement with the properties located at 1 Woodland Drive and 9 Alrene Drive in Paxton
	10. Surplus Disposition Request from the Paxton Fire Department for their 2007 Chevy Tahoe.
4.	UPDATE FROM TOWN COMMITTEES/BOARDS /DEPARTMENTS
7:25PM	1. Formal appointment of Jonathan Sturgis and Anthony Vega to the Paxton Police Department
	2. Jeffrey Cormier - Recreation Commission quarterly update
	3. Anita Fenton – Council on Aging quarterly update
	4. Christopher Isperduli – Library Board of Trustees quarterly update
5.	NEW BUSINESS
7:45PM	1. Review and appoint new member to the Council on Aging
	2. Review and appoint new member to the AMC Scholarship Committee
	3. Appointment to the Zoning Board of Appeals for interested candidates.
	4. Request from the Garden Club for a one-time use of PSC training room on September 7, 2023
	5. 5-Year Budget Forecast
	6. FY23 Financial review

6.	OLD BUSINESS
	1.Review Public Comment Policy.
	2. DPW Building Committee – review committee organization, charge and DCR update on the advisory determination of applicability of the Wetland Protection Act (WPA).
7.	SELECTBOARD CORRESPONDENCE
8.	TOWN ADMINISTRATOR’S REPORT
9.	PUBLIC COMMENT
10.	ADJOURN

- Times may be adjusted during the meeting.
- The documents that support this meeting can be located on the Town’s website (townofpaxton.net) on the Select Board page under meeting materials.



TOWN OF PAXTON

697 Pleasant Street, Paxton, MA 01612

(508) 754-7638 Ext 20 Fax: (508) 797-0966

Heather Munroe, Town Administrator

hmunroe@townofpaxton.net

August 17, 2023

RE: **Black Hill Road Dam – Potential Road Closure**

Dear Resident,

We are writing to you to provide you with notice that on **Tuesday, August 22nd at 7PM at the Public Safety Complex- 576 Pleasant Street**, at their regularly scheduled recorded and televised meeting, the Paxton Select Board will hear the matter and potentially make a decision about the closure of the section of Black Hill Road that passes over the dam at Turkey Hill Brook.

The Massachusetts Department of Transportation provides an annual/semi-annual inspection to many Dam Structures in Massachusetts, depending on the current condition of the dam. The Town owned dam, known as the Black Hill Road Dam, built around 1850 and rebuilt in 1929, number P02003-6UX-MUN-BRI, which passes over Turkey Hill Brook, has been receiving annual inspections since at least 2017. These inspections are conducted by the State and a “Special Member Inspection” report is produced each time.

In each report, the deficiencies cited for the breastwalls and wingwalls has been “S-A” or Severe/Major Deficiencies marked as needed for repairs ASAP. In December 2020, the Town was awarded a Small Bridge Grant through MA Department of Transportation Highway Division for the Municipal Bridge Improvements Program in the Amount of \$100,000 for the engineering services to rehab the bridge. This grant and the engineering work are still ongoing, with the hope that a final work product will prepare the Town for a construction grant to complete the work.

Over the past several years the condition of the breastwalls and the wingwalls for the dam have been progressively deteriorating. With recent rainfalls and storms, many of the cracks have widened/deepened since the last report in 2022. As a result of the continuing deterioration and safety concern of the bridge, it is the recommendation of Massachusetts Department of Transportation, the Town’s Engineering Consultant – CHA, and the Paxton Director of Public Works that the Select Board give consideration to closing the road as it passes over the bridge at this time.



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

Thursday, August 10, 2023

Meeting held via ZOOM - Meeting ID: 813 3988 6780 - Passcode: 20230810

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 7:02pm.

CONSENT ITEMS

- 1. Approve the meeting minutes from the Regular Meeting held on July 10, 2023.
- 2. Award a three-year contract for 24-09 Auditing Services to Roselli, Clerk and Assoc in the amount of \$79,500.
- 3. Accept the resignation of Patricia Dawson from the Library Board of Trustees.
- 4. Appoint Rachel Stone to the Library Board of Trustees for a three-year term.
- 5. To enter into a lease with All American Investment Group for the 2023 Chevrolet Silverado 2500 4x4 truck and to authorize the Town Administrator to sign it on the Town's behalf.
- 6. Award three-year contract from FY24 through FY26 for contract for Assessing Software to VISION Government Solutions, Inc as a sole-source provider in the amount of \$43,695.
- 7. Appoint the following individuals to the Economic Development Committee.
 - Jason Burgess
 - Savvas Kosmidis
 - Esi Alexia Kodra
 - Lisa Davenock
- 8. Appoint/reappoint Election Workers for the term of August 15, 2023 through August 15, 2024
 - Christy Barnes
 - Christina Cormier
 - Anita Fenton
 - Richard Fenton
 - Kerrie Flynn
 - Sarah Forde
 - Julie Graham
 - Linda Lefave
 - Deirdre Malone, Clerk

- Jane McTigue
- Michael Powers
- Marilyn Powlovich
- Nicholas Powlovich
- Gina Roberts
- Megan Ryan
- Patricia Wheeler
- Nancy Wilby
- Jennifer Wright, Warden
- **(JP)** Hearing no other comments. Items 1 and 8 are approved.

New Business

- Recognition of the many years of service that Robert Wilby has provided to the Town of Paxton.
- **(JP)** Bob has been a resident of Paxton since 1989. He joined the Personnel Advisory Board in 1992 and remained on this board until 2002. He joined the Paxton Days Committee in 2015. He was on the 250th Anniversary Committee as Treasurer from 2011-2015. He joined the DPW Building Committee in 2019. He joined the Southern Worcester County Regional Vocational School District (Bay Path) Committee in 2005 when Paxton first joined the district. He was appointed on August 15, 2005, by the Select Board until the election in 2006. He was first elected in 2006 and has served continuously on this Committee and is still currently elected to this Committee. He has been elected 7 times to this committee. He served as Vice Chair for the committee from 2009 to 2011. In 2019 Bob was appointed to the DPW Building Committee.
- Bob was presented with a certificate of recognition from the State and a photobook dedicated to his years of service on the various Town Committees and Boards of which he was a member of. A number of friends which Bob has been associated with over the years joined in on the dedication and offered words of gratitude and thanks.

Public comment

- None
- **Adjourned Meeting at 7:25pm, Unanimous all-in favor. (KH) yes, (CR) yes, (JP) yes.**
- The next meeting is scheduled for August 22, 2023, at 7:00pm.

Documents from the Meeting filed in BOS office:

Agenda

Attendance list

Meeting minutes

Respectfully submitted,

Donna Graf-Parsons

Executive Assistant



Town of Paxton, Office of the Town Clerk
697 Pleasant Street Paxton, MA 01612
Phone: (508) 799-7347 Ext.1013

NOTICE OF RESIGNATION FILED WITH TOWN CLERK

TO: Heather Munroe, Town Administrator	
Select Board <i>(Appointing authority)</i>	Local Historic District Commission <i>(Remaining members of board or comm.)</i>
Person Resigned: Donna Odorski-MacLean	Office Resigned From: LHDC Member
Date Resignation Filed: August 8, 2023	Effective Date: August 8, 2023
Date of Term Expiration: June 30, 2024	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: 8/14/2023

ATTEST 
Town Clerk



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: Saturday, June 1, 2024

Begin Time: 6-7 AM (event starts at 8 AM)

End Time: Noon

Description of Event: Plant sale for newly formed Paxton Garden Club

Number of Attendees: Not sure, but we do not expect more than 75 at any given time

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 Santa

Paxton Fire Department:

sign off: Michael P. 8/10/2023

Paxton Emergency Manager:

sign off: _____

Name of Applicant: Robin Tasca
(Contact Person) please print

Organization: Paxton MA Garden Club

Address: PO BOX 92 Paxton MA 01612

Telephone #s (H) NA **(Cell)** 508-335-2218 **(email)** paxtongardenclub01612@gmail.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

Select Board Office
697 Pleasant Street
Paxton, MA 01612
Phone: 508-754-7638

ONE DAY LIQUOR LICENSE

Business/ Organization Information

Business/Organization Name: Milk Room Brewing Co.
Address: 80 Hillside Rd., Rutland MA 01543

Individual Applicant Information

Individual's Name: Melissa LeBlanc
Home Address: 22 New Templeton Rd. Hubbardston MA 01452
Telephone: 978-790-9055
Is the Applicant a US Citizen? Yes ☒ No ☐
E-Mail Address: melissa@milkroombrewing.com

Event Information

Date of Event: Sat. 9/2/23
Start Time: 10am End Time: 7pm
Location of Event: Anna Maria College
Purpose of Event: Football Game Beer Garden
Will there be music or entertainment? Yes ☐ No ☒
Is the event being catered? Yes ☐ No ☒
Name of Caterer: _____
Approximate number of People Attending
Adults: hundreds Children: unknown

Type of License (circle one)

One-Day All-Alcohol One-Day Beer and Wine Charitable Wine Pouring Charitable Wine Auction

Purchase and Service

Alcohol for a one-day license cannot be donated. The alcohol must be purchased. All receipts for purchase of alcohol must be submitted to the Select Board Office by 4:00 pm the last business day before the event



Town of Paxton

Select Board Office
697 Pleasant Street
Paxton, MA 01612
Phone: 508-754-7638

Where is the liquor being purchased from? Milk Room Brewing Co. - We produce our own product.

All alcohol must be purchased through a licensed wholesaler. If the above-listed business is not a licensed wholesaler, then this application will not be approved.

Who will be serving the alcohol? Milk Room Employees - TIPS certified

The server must be certified in safe service of alcohols (commonly referred to as TIPS certified) Please attach a copy of the certification for each server listed above.

Please attach a copy of the liquor liability insurance held by the server/applicant.

If the server does not have liquor liability insurance, then the application will not be approved.

Determination of License Requirements

Is the event held by, or held for the benefit of a business or non-profit group?

	Yes	No
Business:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Profit:	<input checked="" type="checkbox"/>	<input type="checkbox"/> - Anna Maria College
Will there be a cash bar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there an entrance fee or donation required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the event open to the general public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer to ANY of these questions is YES:

- A One-Day Special License is required. License applications must be put before the License Commission.
- If the event is on city property, approval from City Council and the Mayor is also required.
- The licensee must purchase all alcohol from a *licensed wholesaler*.
- *A copy of the receipts for alcohol purchases are due to the Select Board's office no later than 4 pm on the workday before the event.*

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Paxton.

Signature: 

Please contact the Select Board's Office for any licensing questions



Town of Paxton

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697 Pleasant Street
Paxton, MA 01612
Phone: 508-754-7638

ONE DAY LIQUOR LICENSE

Business/ Organization Information

Business/Organization Name: Anna Maria College

Address: 50 Sunset Lane, Paxton, MA 01612

Individual Applicant Information

Individual's Name: Peter Gardula

Home Address: _____

Telephone: 508.849.3395

Is the Applicant a US Citizen? Yes ☐ No ☐

E-Mail Address: pgardula@annamaria.edu

Event Information

Date of Event: 9/16/2023

Start Time: 12:30 pm

End Time: 2:00 pm

Location of Event: Anna Maria College - St. Anne's Lawn

Purpose of Event: Alumni

Will there be music or entertainment? Yes ☐ No ☒

Is the event being catered? Yes ☒ No ☐

Name of Caterer: Sadex v

Approximate number of People Attending

Adults: 20 Children: 0

Type of License (circle one)

One-Day All-Alcohol

One-Day Beer and Wine

Charitable Wine Pouring

Charitable Wine Auction

Purchase and Service

Alcohol for a one-day license cannot be donated. The alcohol must be purchased. All receipts for purchase of alcohol must be submitted to the Select Board Office by 4:00 pm the last business day before the event



Town of Paxton

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ONE DAY LIQUOR LICENSE

Business/ Organization Information

Business/Organization Name: Seven Saws Brewing
Address: 112 Industrial Drive Holden Ma 01520

Individual Applicant Information

Individual's Name: Megan Goodale
Home Address: _____
Telephone: _____
E-Mail Address: mgoodale@sevensawsbrewing.com

Event Information

Date of Event: 9/30/23 End Time: 6pm
Start Time: 1pm
Location of Event: Anna Maria College
Purpose of Event: Family Day / Football game
Will there be music or entertainment? Yes ☐ No ☐ ?
Is the event being catered? Yes ☐ No ☐ ?
Name of Caterer: _____
Approximate number of People Attending
Adults: _____ Children: _____

Type of License (circle one)

One-Day All-Alcohol

One-Day Beer and Wine

Charitable Wine Pouring

Charitable Wine Auction

Purchase and Service

Alcohol for a one-day license cannot be donated. The alcohol must be purchased. All receipts for purchase of alcohol must be submitted to the Select Board Office by 4:00 pm the last business day before the event.

**SURPLUS DISPOSITION
REQUEST**

Department: fine Date of Request: 7/21/2023
Item to be disposed of: 2007 TAHOE (CAR 3)

Reason for Request: VEHICLE IS IN NEED OF TOO MANY REPAIRS
WILL NOT PASS INSPECTION NS IS.
Estimated Value of Item: \$2500 -> \$7500

Method of Disposition: Under \$10,000 Over \$10,000
☐ Advertise Newspaper ☐ Sealed Bids
☒ Advertise Website ☒ Public Auction
☐ Seek Informal Quotes

Description of Item: ☐ See Attached Fixed Asset Sheet

☐ Description is as follows:

o Make/Model/Serial #: TAHOE LS

2007 CHEVY TAHOE

VIN # 1GNFK13047J291636

Disposition Request

Michael C. B. B.
Department Head Signature

7/21/2023
Date

Disposition Approval

Purchasing Agent Signature

Date

Purchasing Agent USE ONLY

Method Used: _____	Date(s) Advertised: _____
Other Info: _____	
Sold to: _____	Amount sold for: _____
Date disposed of: _____	Receipt attached: _____

COMMITTEE CHARGE

Committee: **DPW BUILDING COMMITTEE**
Appointed by: **SELECT BOARD**
Members: **TBD**
Length of Term: **3 YEARS**
Charge Approved: **CIRCA 2019**
Charge Amended: **AUGUST 22, 2023**

Mission

To advise the Town on financial estimates, design, and supervision of construction (including reconstruction, alteration or enlargement) of the DPW Building located at 107 Holden Road.

Membership:

The DPW Building Committee shall consist of up to seven (7) voting members.

DPW Director – Ex Officio

Fire Chief – Ex Officio

Capital Committee Member – Ex Officio

Residents (2) – who have either architectural, construction, energy-efficient design, engineering, architecture, or complementary skills such as managing projects from inception to completion.

Resident – Marketing/advertising background.

Resident – Registered Voter of Paxton

Town Administrator (non-voting)

Deliverable(s):

1 – Design and conduct a survey of Town Residents for feedback on what they would support for a DPW building, utilizing funding from the special article. -Due April 30, 2024

2 – Work with current consultant Wes & Sampson, using funds available from special article, to revise current feasibility designs, incorporating in advisory determination of applicability of WPA response from DCR. – Due June 30, 2024

3- Hold Public Hearing/Meeting on materials and provide opportunity for public feedback. – Due September 30, 2024.

4 – Revise and resubmit plans to SB after public hearing. – Due October 31, 2024

3- Prepare informational materials, estimated timeline, cost estimates, and tax payer impact figures for initial review by the Select Board. – Due December 30, 2024.

4- Schedule and hold at least three public session informational meetings.- Complete by June 30, 2025.

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

August 22, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

Board of Appeals – There are three vacant associate positions available for the Board of Appeals. Please see the Town's website for more information.

See the Town's Website for all openings and how to submit an application.

COMMUNITY HAPPENINGS

Check out the Town's Website for the latest programs.

DEPARTMENTAL UPDATES

Building Department

The Building Department has had a recent increase in permits over the last few months. We finished Fiscal Year 2023 with a total of 300 permits, down 54 permits from Fiscal Year 2022, which resulted in the difference of only 3 less building permits in FY23 than in FY22.

FY24 is off to a good start in building permits. July reached 33 permits, where in the past two fiscal years (22 & 23) we had only 22 permits each year, of those permits 16 constitute building permits, compared to the prior FY's there were only 9! Of the 16 permits, there were three commercial permits – AMC baseball field, PCS Kitchen Hood, and First Congregational Church lift & shaft. Of the remaining 13 permits, they included: bathroom (3), deck, HVAC, Siding, doors, in-ground swimming pool, roof (3), addition, and replacement ceiling.

Fiscal Year 2022														
Permit	Jul	Aug	Sep	Oct	Nov	Dec	22-Jan	Feb-22	22-Mar	Apr-22	1-May	Jun-22	TOTAL	
Building	9		11	10	9	11	9	7	6	15	12	8	13	120
Electrical	8		8	16	9	13	10	5	3	9	6	8	12	107
Gas	2		10	3	7	3	2	5	5	5	4	2	5	53
Plumbing	1		7	5	3	5	2	4	3	7	1	6	7	51
Sheet Metal	0		0	0	0	1	2	0	1	1	2	0	1	8
Wood Stove	1		0	3	2	3	3	0	1	1	0	1	0	15
TOTAL	21	36	37	30		36	28	21	19	38	25	25	38	354
Fiscal Year 2023														
Permit	Jul	Aug	Sep	Oct	Nov	Dec	Jan-23	Feb-23	Mar-23	Apr-23	May-23	June	TOTAL	
Building	9		11	11	14	5	6	11	8	3	15	15	9	117
Electrical	8		8	9	8	3	5	8	4	4	8	6	16	87
Gas	2		10	3	5	5	2	3	2	3	3	1	0	39
Plumbing	1		7	4	5	5	1	7	4	2	3	2	2	43
Sheet Metal	0		0	0	0	0	0	1	0	0	0	1	0	2
Wood Stove	1		0	0	1	5	4	0	1	0	0	0	0	12
TOTAL	21	36	27	33		23	18	30	19	12	29	25	27	300
Fiscal Year 2024														
Permit	July	August	Septem	Octobe	Novem	Decem	Januar	Februa	March	April	May	June	TOTAL	
Building	16													16
Electrical	9													9
Gas	1													1
Plumbing	5													5
Sheet Metal	0													0
Wood Stove	2													2
TOTAL	33	0	0	0	0	0	0	0	0	0	0	0	0	33

DPW

We are currently working on our second round of posting for the temporary DPW Mechanic position, and have now increased the pay range from Step 6-Step 12. There are limited qualified mechanics currently on the market and an overwhelming need for the skill. We have had little success with trying to use outside vendors to fill the need, the last two procurements were not successful. We will continue to troubleshoot and work closely with the union to find a way to make this work.

Library

In recent weeks, the Library has sustained additional flooding and water damage due to storms. The Insurance company has been out and we are waiting for a resolution to our request. In the meantime, there is immediate threats with the gutter system failing, and the low slope areas of the roofing allowing water through without proper protection. Pam was able to work with some vendors and together we were able to put together some procurement documents for this work.

In addition to the outside work needed, when the boilers were replaced last year, the HVAC control system was not updated, and the heat/air conditioning is not

working properly as a result. We have also placed procurement documents out to replace the current HVAC controls.

IT

We have had a representative from Suzor IT coming in person on a weekly basis to work with staff and begin the slow transition from the server to Office 365. We will continue working to have all department heads meet with the IT Director and work through current IT issues that have been ongoing.

FINANCES

Grants

NEW FY24

Recreation Earmark – In the FY24 final budget, the Governor approved an earmark for \$27,000 for enhancements for the recreation department to include the following:

Playground Repair and Mulch (\$4,000)

The Town owns one public playground next to the Paxton Center School. During school hours, the students use the playground for recess. After hours, the playground is utilized during the afterschool program and by members of the public. The playground needs more odds/ends maintenance to keep all parts safe. In addition, because of the after-school program, we must maintain a minimum level of 9 inches of mulch around all potential fall zones.

2. Adjustable Basketball Hoops at the Paxton Center School (\$18,000)

The Recreation program runs a basketball program at the Paxton Center School. The current basketball hoops do not allow for younger kids to play and require volunteers to tediously attach and manually lower basketball hoops for each game, which brings with it its own safety risk. If we were to replace current hoops with four adjustable hoops, that would make them versatile, serve both the basketball program and the students at the Paxton Center School, and would alleviate the chance of injury through manual adjustments.

3. Wentworth Bathroom Repairs (\$5,000)

The Recreation and Town own a bathhouse out by our Wentworth field. The bathhouse is used during games and during the Summer Program. The building is old and in dire need of repairs.

Town Common Earmark – In the FY24 final budget, the Governor approved an earmark for \$50,000 for a design, feasibility, and traffic study for the town common/town center.

Outstanding FY23

Community One Stop – Applied for West Street. Expected decision late Fall 2023.

Ambulance Certified Public Expenditure Program –\$62,566 - Pending

Libraries Transforming Communities: Accessible Small and Rural Communities. \$20,000 project to support Sensory Processing Disorder.

Community Compact (IT) Grant –\$115,000 to support conversion to records management system, including scanning and electronically filing records.

Community Compact Grant “HR Procedures” – Turnover in staff at Collin’s Center. Working with them to finish up the project. Completed.

Hazard Mitigation Planning Grant –\$4,455 reimbursable grant to update the Town’s Hazard Mitigation Plan.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, extended until December 2023.

State Earmark of Funds – Zoning Bylaw rewrite, underway.

Procurement:

Richards Memorial Library Low Slope Roof – The solicitation for quotes went out on August 16th and is due back at 12 noon on the 30th of August.

Richards Memorial Library HVAC Controls Update - The solicitation for quotes went out on August 16th and is due back at 12 noon on the 30th of August.

Richards Memorial Library Gutter Replacement - The solicitation for quotes went out on August 16th and is due back at 12 noon on the 30th of August.

Cable Access Equipment – The RFP for Cable Access Equipment went out in July is due back on Wednesday, August 23rd.

Town Audit – We received two responses to our request, one was from our current auditor, Roselli & Clark, and from Malcolm. The SB awarded the three year contract to Roselli & Clark, who had the lowest price.

Mobile Mechanic – This bid went out and we only received one bid, higher than we budgeted in return.

Mechanic Services -- This bid went out and we did not receive any bids.

To do:

- ✓ Records Building – Fence
- ✓ Town Common area drainage
- ✓ Well Pump - Recreation

PROJECTS

Black Hill Bridge Grant – This project began in 2020 when the State approved a grant for the study on Black Hill Bridge with CHA. We have been through two extensions for this project with MassDOT, and have been assured by CHA that we will be able to complete the work before the end of this calendar year, which will line us up to apply for a construction grant.

While the study is underway, the State DOT and our consultant CHA both recommend consideration of closing the road over the bridge for safety reasons.

DPW Earmark – We are in the process of getting started on the State Earmark we received in the Spring for \$200k for the DPW building improvements. We are working closely with vendors for accurate quotes to include a replacement/new septic system for the DPW, two bathrooms, and some other modifications that will last for the long-term.

The Hills at Paxton Commons – A few months ago we received concerns from residents about the increase in monthly rates at the Hills. We reached out to legal counsel, our State Representative Kim Ferguson's Office, and relevant state agencies. In the end, we confirmed that the Town and the Mass Housing Partnership have an interest in ensuring that the rental rates are affordable and comply with the current rent adjustment figures issued by the State. At this time, the Hills at Paxton Commons is in compliance with all requirements. Residents experiencing issues or concerns with rent prices at the Hills in the future are encouraged to reach out to the Town Administrator's Office.

Zoning Bylaw Earmark – The work under the State Earmark we received in the Spring for \$75k has begun. Our Zoning Bylaw Steering Group met with CMRPC

in July and again in August. Our first matter of business was to work on the MBTA Zoning bylaw, followed by conduct a survey of Town Residents, followed by an initial review by (ZBA, Planning, Town Services Coordinator, EDC, and Building Commissioner) on the current Zoning Bylaws and where changes and/or concerns exist.

Earlier this month, we worked with the Light Company to send out surveys to our residents/businesses in Town. Unfortunately, the third party company that does the mailing did not include the surveys in the August billing and it will not be included until September. In the meantime, we sent out an additional 500+ surveys to those who do not get a hard copy bill and have already received more than 50 responses.

JOB OPENINGS

Police Officer – There is one opening for a police officer.

Temporary Full-time benefited Mechanic/Heavy Equipment Operator- The position for a temporary mechanic/heavy equipment operator has been posted. This person will fill in for our mechanic who will be on military leave for the next 12-18 months.