

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

March 27, 2023

## BOARD/COMMITTEE OPENINGS

### Boards, Committees, Commissions

[See the Town's Website for all openings and how to submit a letter of interest.](#)

## COMMUNITY HAPPENINGS

Check out the [Town's Website](#) for the latest programs.

**Easter Egg Hunt** – The Recreation Department will be holding a free Easter Egg Hunt on Saturday, April 8<sup>th</sup> at 11 am – 12:30 pm for ages 0-10. The Easter Bunny will be joining us, there will be a craft, and games. This will be held at the Bandstand weather permitting. In the event of inclement weather, the event will be at the Council on Aging (White Building). If there are any questions, please contact Kathy at [kcard@townofpaxton.net](mailto:kcard@townofpaxton.net) or give her a call 508-363-1822. Pre-registration NOT required.

**Kid's Summer Program** – The Recreation Department is now accepting applications for kids ages 4 through 6<sup>th</sup> graders. For information about the program, fee schedules, and employment opportunities, please check out the Recreation page of the [Town's website](#).

**Memorial Day** – Join the Town for Memorial Day. Parade will begin at the Public Safety Building at 10am, with a ceremony to follow. More information to come.

**Paxton Days & Summer Jam** – This year the Town has a fun filled day planned for Saturday, June 17<sup>th</sup> from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at [dparsons@townofpaxton.net](mailto:dparsons@townofpaxton.net).

**Town-wide Yard Sale** – Each year, resident Bob Wilby organizes a Town-wide yard sale for Paxton. This year's yard sale is scheduled for Saturday, May 20<sup>th</sup> from 8 am to 2 pm. To be listed on the annual Yard-sale map, please contact Bob at (508) 792-4662.

## DEPARTMENTAL UPDATES

### Cable Access

Interested in watching your favorite government meetings live from wherever you are? Help us get to 100 You Tube subscribers and we will be able to stream live! Click here to check out the Cable's channel and subscribe live at [WPAX Paxton Public Access TV](#). As of today, we are at 72 subscribers, 28 to go!

### IT

Shawn Mead and I have been meeting on a weekly basis to review any IT issues that we have encountered over the past week. Things have been relatively smooth, with only minor issues.

### Grants

*Newly Awarded:*

**Combination Dynamic Speed Feedback and School Zone Speed Limit Sign Assemblies (Delivery Phase 2 for Municipal Roads)** – The DPW received a grant from Mass DOT to install electronic signage for speed limits on West Street.

*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

**Hazard Mitigation Planning Grant** – We received approximately \$4,455 in a reimbursable grant to update the Town's Hazard Mitigation Plan. – In Progress

**MHA 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.

**MIIA 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.

**Shared Streets Grant**- In Progress.

**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:**

Active:

- **Security Cameras (Paxton Center School)** – This contract was awarded to Security 101 in the amount of \$49,945 and includes internal and external cameras, access door system for main entries, and monitoring and online storage for a year.

- **Trash Collection** – An RFP has been drafted and has been sent out to area vendors who offer this service. As this contract is exempt from Chapter 30B, we have a little leeway in timing. The requests went out on March 27<sup>th</sup> and are due back on Friday, April 7<sup>th</sup>. The goal is to have the Select Board award the contract on Monday, April 10<sup>th</sup>.

*To do:*

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

## **JOB OPENINGS**

*Police Officer* – There are currently two openings for police officers.

## **PROJECTS**

### **Updates**

**Town Building Phone Upgrade** – Our Phones are now live and operating. We are working out a few kinks and getting everything setup. We will get all updated contact information live on our website once it is finalized.