

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

May 9, 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.

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

Fiber Information Meeting – The Paxton Municipal Light Board will be hosting a Fiber Informational Meeting on Tuesday, May 16th in the Training Room at the Public Safety Building. The PMLP's consultant will make a presentation and the Board and Manager will open the forum up for questions. A zoom link will be available, questions will be accepted on the Q&A portion of the zoom platform, the meeting will be recorded and broadcast live on cable access.

Historical Commission – The Historical Commission will be resuming their open house Saturdays from 9 -10:30 am on the 2nd Saturday of each month starting on June 10th. On June 24th at 7pm the Historical Commission will be hosting a History at Play, "Revolution of her Own – story of Deborah Sampson" at the Senior Center.

Memorial Day – Join the Town for Memorial Day. Parade will begin at the Public Safety Building at 10am, with a ceremony to follow. Concluding the Ceremony, please join the Paxton American Legion Post 306 in paying respect (gun salute) at each of the three cemeteries in town:

1. Old Cemetery behind Congregational Church
2. Mooreland Cemetery at WWII Memorial Monument
3. Worcester County Memorial Park (WCMP) at the Garden of Honor

The Paxton American Legion Post 306 invites everyone to the Legion Hall for a luncheon following the last gun salute at WCMP (approx. 12 Noon). In the event of rain, the ceremony will take place at 10 AM in the Paxton Center School cafetorium.

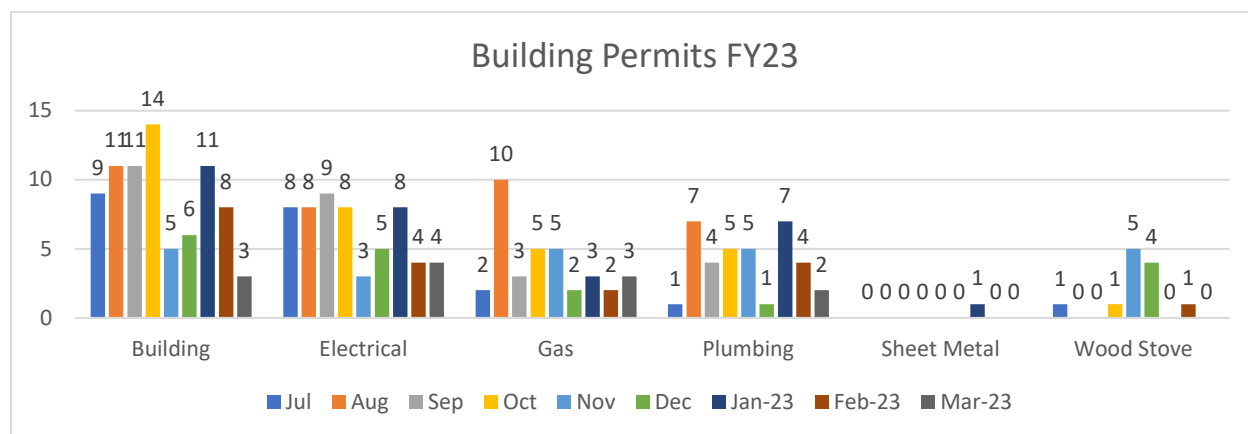
Paxton Days & Summer Jam – This year the Town has a fun filled day planned for Saturday, June 17th from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate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

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 20th from 8 am to 2 pm. To be listed on the annual Yard-sale map, please contact Bob at (508) 792-4662.

DEPARTMENTAL UPDATES

Building

In April, we had an increase in building permits with 15 building permits and 29 permits for the entire department. There is a permit for new construction, two for bathroom/kitchen remodels, four for windows, two for door replacements, one for an insurance claim, two for roofs/siding, one for an addition, and one for a mini split.



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](https://www.youtube.com/channel/UC...). As of today, we are at 97 subscribers, 3 to go!

The Cable Access Committee has installed an AC in the small media room at the Training room, the upcoming Charter Communications contract renewal, and an RFP for updated software for broadcasting.

DPW

WRAP Funding. Earlier in 2022, we discussed the state's Winter Recovery Act Program (WRAP) funding that was tacked on in addition to Chapter 90 funding. The Select Board voted to support the DPW's project to install drainage around the common using this funding. With a late start, and after checking with Mass DOT, we will be instead using the WRAP funding to pave the substantial piece of Forestdale road and instead be using FY24 Chapter 90 funding to complete the project.

Paving Projects. Paving projects will be underway this week starting in Forrestdale, Glen Allen and Orchard.

EDC

The Economic Development Committee met in April and has created a letter and survey to be sent to all businesses, as we have been identified, in Paxton. This is what they hope is the first of many surveys to get an impression as to where everything currently stands. The survey will go out in the next day or so, and we hope to encourage folks to respond no later than the 18th for results to be reviewed at the EDC meeting scheduled preliminarily on the 22nd.

IT

Things in IT world have been fairly consistent. We have had some sporadic internet connectivity issues and we have been trouble shooting sporadic phone issues as well. All in all, we are in good place and we have been tracking themes to the issues so that we can better get ahead of problems before they arise.

Town Clerk

The Annual Town Election was held on May 8, 2023 and had a turnout of 10.8% of registered voters. 383 residents voted, 353 in person on the day of the election. Official results of the election can be found [here](#).

FINANCES

Grants

Active/Status Update:

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.

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

MIIA 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 – The unofficial working group will be meeting next week with CMRPC to get the zoning bylaw rewrite project, funded by earmark, up and running.

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 project is substantially complete, training is scheduled, and we are hope to have this running by the end of the Month.
- **Trash Collection** – This project is complete and Pellegrino will continue with their contract with the Town for the next three years.
- **Tivnan Field Lights** – The procurement process for this project is underway. We are working to have a meeting with the Recreation representatives and the manager and foreman of the light board to determine the best avenue forward.

To do:

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

JOB OPENINGS

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