

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

Tuesday, June 21, 2022

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## BOARD/COMMITTEE OPENINGS

### Boards, Committees, Commissions

See the [Town's Website](#) for more openings.

## COMMUNITY HAPPENINGS

### Paxton Days

Paxton days turned out to be an excellent event this year. Donna and the Paxton Days Committee did an excellent job. There was increased turnout as the day progressed, the weather was beautiful. Police, Fire, Light, and the DPW were busy with their trucks and kids. There were about 20 vendors. The Committee is looking to expand back to the rec field next year.

### Summer Concert Series – Recreation Department

The following free concerts will be held from 6:30 PM to 9:30 PM at the bandstand. Check out the [Town's website for more information](#).

July 7<sup>th</sup> – [Paul Courchaine](#) will be performing from 6:30 PM – 8:30 PM at the bandstand.

July 14<sup>th</sup> – [SideTracked Band](#) will be performing 6:30 PM – 8:30 PM at the bandstand.

July 21<sup>st</sup> – [Donna Lee Entertainment](#) – Tribute to Patsy Cline

## DEPARTMENTAL UPDATES

### Assessors

The Assessors office is working on field work and property visits.

### BOH

We still have supplies of COVID tests available at Town Hall and the COA. We are expecting an additional shipment of COVID tests from the state over the next few months.

### COA

The COA will work closely with the Fire Chief in determining the need for opening a cooling center at the COA. The general rule of thumb is temperatures over 90 degrees. In the event the COA should open as a cooling center, the Town will do its best in alerting residents by Code Red, Facebook, and the Town's website.

The COA has started running its fresh food pantry, which has been going very well. Howes Farm and Garden donates fresh fruit/veggies weekly to the COA. The COA Food Pantry is open to all Paxton residents.

### **DPW**

The DPW will be working with the contractor to resolve the issue of manhole covers that are lower than the pavement on West Street. They have finished paving Suomi Street and will work on cleaning up from the work, as well as making any repairs they need to property along the road, such as berms and rip rap.

### **Fire Department**

Since May, the Fire Department has seen 113 calls, the majority of which have been EMS related.

### **Police**

Calls are up.

### **Recreation**

Summer camp started today, the 21<sup>st</sup>. The Summer concert series is every Thursday starting July 7<sup>th</sup> at 6:30 PM and goes through most of August, check out the [Town's website for more information](#).

## **FINANCES**

### **Procurement**

***DPW Materials and Services*** – The bids for FY23 for the DPW for possible work to be done with bituminous Concrete resurfacing and related work; Full Depth Reclamation (Calcium chloride) and asphalt cold planning will close on Tuesday, June 28<sup>th</sup> at 12 noon. The bids for materials: washed sand; washed stone; and bank gravel will close on Thursday, June 23<sup>rd</sup> at 12 noon.

***Treated Sodium Chloride*** – The Town of Oxford, on behalf of the Town of Oxford Road salt cooperative (consortium) municipal members, in which we are included, went out to bid for Treated Sodium Chloride Road Salt (Bid No. G22-01) in June. There were five companies who placed a bid. The lowest bid was 94.70 per ton, and that was for Leed Group, Inc d/b/a Leed Salt. (This is 26.5% higher than last year's low bid of \$74.85 per ton).

***Heating Oil*** -CMRPC went out to bid for Fuel (Heating) Oil for a group of communities, including Paxton. The bid was awarded to RJ McDonald, Inc. Base price of \$5.3001 at the up charge of \$0.94 per gallon; \$0.96 of Winter Blend per gallon; and \$172.50/hour for maintenance.

## **MEETING UPDATES**

### **Capital Improvement Planning Committee (CIPC)**

I attended the CIPC meeting a few weeks ago. The Committee has sent in their report recommending the School's Security Camera article for placement on the Special Town Meeting.

### **Department Head Meeting**

Last week we held our monthly department head meeting. In addition to discussing departmental updates, we also briefly reviewed procurement laws and had the starter discussion of preparing for another potential round of COVID set backs in the fall.

### **Finance Committee**

I attended the last Finance Committee meeting last week where the Committee discussed submittal of their proposed amended Finance Committee bylaw that they wanted the Select Board to review for incorporation in the STM Warrant.

### **Finance Policy Manual – WG Meeting**

Last week we met as a working group (Treasurer, Accountant, Fin Com Chair and Vice Chair, and myself) to continue review and edits for the Finance Policy Manual where work by the Collins Center had been funded through the Community Compact Cabinet Grant. We made some final edits and the we will be in touch with the Finance Committee and the Capital Improvement Committee to see if there are any concerns in regards to their related policies. The goal is to meet for a last time in the next few weeks and finalize the document. Once finalized, I will send it out to the Department Heads for comment and then to the Select Board for review and eventual approval in July.

### **Local Historic District Committee**

I attended the Local Historic District Committee's last meeting. The Committee voted to issue a Certificate of Applicability to the Town Hall for its electronic sign and to the COA for its wooden sign.

## **PROJECTS**

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

- Dam Inspection
- HR Policies Grant
- Records Building
- Town Hall Phone Upgrade
- Tree Removal (ARPA Funds)