

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

September 12, 2022

ADMINISTRATIVE

General

We are working with all departments to provide training for Office 365 Teams. We are also looking at adding more functionality on View Permit.

The Fire Department has begun trainings with staff on CPR/AED/First Aid. By next week, we will have trained most non-emergency personnel including Town Hall staff, COA staff, and DPW staff. We will need to hold an additional training for Library staff and one or two other staff members.

On Wednesday, our health insurance company will be holding a one-hour training for employees who are available on work-life balance.

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

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

Economic Development Commission

Seven voting and two non-voting members, to include:

4 Town Business Owners (Agricultural/Farm; Retail; Home Office; other);

2 Residents;

1 Planning Board Member (Ex-Officio);

1 Town Administrator (Non-voting);

1 Finance Committee Member (Non-voting)

COMMUNITY HAPPENINGS

Complete Streets Public Meeting

The DPW Superintendent, in conjunction with the Town's consultant, will be providing a presentation for our Complete Street Prioritization Plan and the next steps on Tuesday, September 27th at 6:30pm at the Senior Center. This presentation will be recorded and available through Paxton Access TV.

Health & Wellness Fair

The Council on Aging will be hosting a Health & Wellness Fair open to all Paxton residents on Wednesday, September 28th from 10am to 1pm at the Senior Center. Flu shots will be available at no cost with a health insurance card.

Paxton Outdoor Movie Night

The Recreation Department will be showing Clifford the Big Red Dog at the Bandstand (behind the school) on Friday, September 16th at 7:30 PM, food will be available at the snack shack.

DEPARTMENTAL UPDATES

Assessor's Office

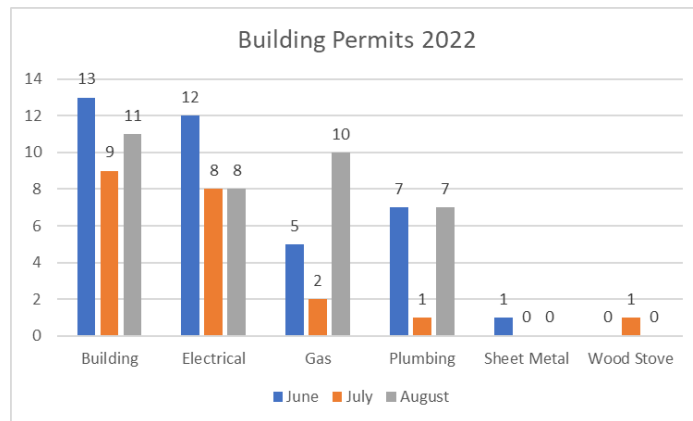
Field work is underway. Kateri will be working with the COA on opportunities to meet with the seniors to discuss the senior and veteran exemptions available and answer any questions.

Building

Dave Carl has taken over as our Provisional Building Commissioner, working through his certifications over the next 18 months and Richard Travers has resumed his role as the Local Inspector. Through teamwork, we have been able to secure a cell phone, used vehicle, a mobile iPad, and a laptop through the assistance of the Fire Department. Dave Carl will be holding office hours available to the public on Tuesdays from 5pm to 7pm (please ring the doorbell).

Anna Maria College is currently working on improvements to their baseball field, which will generate inspectional work for the department.

Building Department permits are up for the month of August since July by 15 permits, but still 2 less than June.



COA

September is Health and Wellness month. The annual Health fair is on September 28th and flu shots will be available. They are working on cultural grants, filling the part time van driver position, outreach, and recently restocked the food pantry. The Worcester County division that handles Fuel Assistance will also be on site in September to assist seniors with their applications.

DPW

The DPW is planning to work on line painting and stop lines over the next few months. They are working on doing some repairs to the sidewalks leading to the Paxton Center School. With the Winter Recovery (WRAP) funding from the State, they will be planning as the year progresses to tackle the drainage around the Town Common, sidewalks in that area, and then Highland and Central St at the same time. This fall they will be doing some road repairs/paving in the Forestdale neighborhood.

The Water Department is still installing the updated water meters to customers.

Fire

Since July month, in August, Fire has had 129 calls for service, averaging four per day. Of the calls, 84 were EMS related. The Fire Department was able to sell the old Fire Truck (1985 Pierce Arrow 1500/250 95' RMA) for \$8,000 on Munidid last week. We are down one Ambulance while the Turbo, which is under warranty on our 2019 Ambulance, is being worked on.

Recreation

Summer Camp is wrapped up for this year. Recreation is now in full swing for the before and after school program at the school.

Town Clerk

The Clerk's Office held the primary election on Tuesday, September 6th. They had 768 total ballot casts, with 336 early voter ballots cast, and 5 absentee ballots cast. The results of the election can be found on the [Town Clerk's page](#).

Treasurer/Collector

\$11,800,000 billed in real estate taxes for FY22 and all but \$85,000 has been collected (a 99.28% collection rate). This past fiscal year, the Treasurer/Collector collected approximately \$75,000 in tax title.

FINANCES

Grants

Active/Status Update:

Community Compact Grant "Financial Policies" – Complete.

Community Compact Grant "HR Procedures" – In Progress.

MIIA Wellness Grant – Partially Complete.

Shared Streets Grant- In Progress.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, in progress.

Applied for:

GAP II Grant – The DPW applied for the GAP III grant for funding for the Water Department’s Pump stations for energy efficiencies, in the amount of \$50,000. Waiting.

Applying for:

ADA Grant – COA building automatic door opener and other miscellaneous safety enhancements (due 9/30) – In Progress

Community Compact (IT) Grant – Possible request for funds 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- In Progress (due 9/30)

MIIA Risk Management Grant – Working to apply for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff – In Progress

Procurement:

Pending:

Line Painting- Ch 30 S 39M bidding process was followed with solicitation of bids from 3 vendors, and posting requirements complied with. We received three complete quotes as follows, the bid will be awarded to “the responsible bidder offering to perform the contract at the lowest price”:

Pro Finish Lines, Co. - \$20,517.60

K5 Corporation - \$20,681.80

Markings, Inc. - \$25,542.74

Diesel Fuel – We just updated our materials and went back out to bid for diesel fuel for the Town, hoping to receive at least one bid this time, when we went out in July/August we received no bids. Bids will be due Monday September 26th by 12 noon and are scheduled to be reviewed by the Select Board on the 26th.

Security Cameras (Paxton Center School) – We have had two meetings with the school. They are still working through the details and specifications of what they need. Once they complete this assessment, we will analyze our building options and proceed forward.

Trees (ARPA funds) – We are currently preparing materials to go out to bid for the highest concerning trees on the main roads in Town. The Tree Warden and DPW Superintendent will be marking these trees with white paint. We are hoping to have bids due on the 5th of October for the Select Board to review at their meeting on the 11th of October.

To do:

- ✓ **Recreational Buildings - Roofs**
- ✓ **Records Building – Roof/Fence**
- ✓ **Town Common area drainage (WRAP funding)**
- ✓ **Trash Collection**
- ✓ **Tivnan Field Lights (materials only)**
- ✓ **Cable Access Software**

MEETING UPDATES

Cable Advisory Committee – A few months ago the Nick from the Cable Advisory Committee came to the Select Board to request a dedicated space in Town as the Cable Advisory Office as well as a space to have the Select Board recording space routinely setup and static.

A few weeks ago, Michael Pingitore and I met with the Cable Advisory Committee to present an idea with regards to potential use of the Public Safety Complex for Cable activities. The Fire Department was able to find space for the Cable Advisory Committee's hardware to run the stations in a climate-controlled room at the station, where Cable will be moving their equipment over the next few months. The Fire Department was also able to spare office space for the Committee so they can move their office to the station and have ADA access.

We discussed with the Committee, after previously having conversations with the Mark Savasta, the idea of trying to hold Select Board meetings at the Public Safety Building and potentially other meetings moving forward. This will be a pilot project and we will give this a try starting in January, giving everyone enough time to review and make any necessary changes to the schedule. The understanding is that the Public Safety is primarily a work location for the police and fire officers. Before January, we will need to develop a policy to balance the departmental needs and the use of the training room for Town Board meetings. If recording and live broadcasting of the Select Board meetings goes well, the preliminary plan is to expand the recording location to other Town Boards/Committees.

If using the Training Room as a Town Board meeting space works out, we would then further entertain a conversation with the Select Board and the Cable Advisory Committee regarding potentially adding a direct entrance door into the training room from the sidewalk.

PROJECTS

Updates

Land Use Move- We are looking at relocating the Land Use Admin (Building, Board of Health, Conservation Commission, Planning Board, Zoning Board of Appeals), Sheryl (Town Services Coordinator) to the empty Dispatch space at the Public Safety Building. This move comes after consultation of the Police and Fire Chiefs and Sheryl. This move allows for closer collaboration between the fire and building departments, makes use of the unused dispatch space, consolidates trips for many permit applicants, and allows for a change of use of the space at Town Hall to a conference space. We are still working on the preparation details for the upcoming move and expect to have the transition completed by November 30th, if not sooner. We will make sure to publicize the move at Town Hall, the website, Facebook, and via any other means available.

Town Building Phone Upgrade – Through the hard work of Shawn Mead at the Fire Department we have been working with one company to finish up the transition of phones at the Public Safety Building and another to look at the possibility of converting the remainder of Town Buildings over to VOIP, using the existing funds available for telephone lines.

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

None currently.