

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

October 11, 2022

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

See the Town's Website for more openings.

COMMUNITY HAPPENINGS

Cultural Council Grant Opportunities

Paxton Cultural Council grants are now being accepted online until October 17th. The link may be found at <https://massculturalcouncil.org/communities/local-cultural-council-program/>

Fire Department Open House

Open House on Saturday, October 15th from 10am to 1pm (no cost).

Paxton Lion's Halloween Party

The Lion's Club will be holding their annual Halloween Party at the Wentworth Field (behind Paxton Center School) on Monday, October 31st from 6:30 pm to 8:00 PM. (no cost)

Trunk or Treat

Paxton Center School will be holding their annual Trunk or Treat at the Paxton Center School on Sunday, October 23rd from 5pm to 7pm. (\$12 per trick or treater- registration required [here](#)).

FINANCES

Grants

Active/Status Update:

Community Compact Grant "HR Procedures" – Turnover in staff at Collin's Center. Working with them to finish up the project. In Progress

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

MIA 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.

Shared Streets Grant- In Progress.

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

Applied for:

ADA Grant – Applied for COA building automatic door opener and other miscellaneous safety enhancements for the total amount of \$25,461.61 in September.

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 November, no word yet.

Community Compact (IT) Grant – Requested 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 September in the amount of approximately \$110,000.

DFS Firefighter Safety Grant – FD applied for \$15,500 for turnout gear in October.

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 in August.

MIIA Risk Management Grant – Applied 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 \$9,237.50 in September.

SAFE Grant – FD applied for a grant in the amount of \$5,400 for safety education.

Procurement:

Pending:

Diesel Fuel – Bids were due today at noon. We received one bid from RJ McDonald. We will be awarding the contract for FY23 Diesel Fuel to RJ McDonald at the following rates:

Diesel Fuel - $\$4.32 + \$0.24 \text{ (tax)} = \$4.56/\text{gallon}$

Winter Blend (GLOBAL DSL 1) $\$4.40 + \$0.24 \text{ (tax)} = \$4.64/\text{gallon}$

Emergency/On Site Delivery Charge $\$150/\text{per}$

Roofs – We will be working on the work for the roofs (rec buildings and records building) next.

Security Cameras (Paxton Center School) – I am waiting on further information from the school to proceed.

Trees (ARPA funds) – We received tree bids for trees. We have an ARPA appropriation for \$100,000 and would like to hold some funds aside to cover the cost of details for the tree removals. Estimating roughly 10 days for tree work, bringing our total funds needed for detail to \$4,800, that leaves \$95,200 to fund the tree work out of the appropriation. We asked the bidders to quote per tree and in the order in which we prioritized the trees. Therefore, the winning bidder is the company to be able to remove the most trees (which are in order) for \$92,680.

<u>Tree Company</u>	<u>Furthest Prioritized Tree</u>
North Eastern Tree Service, Inc.	141
Mayer Tree Service, Inc	136
Northern Tree Service, LLC	55

To do:

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

MEETING UPDATES

Complete Streets Public Meeting

The DPW Superintendent, in conjunction with the Town’s consultant, provided a presentation for our Complete Street Prioritization Plan on Tuesday, September 27th at 6:30pm at the Senior Center. This presentation is available on the Cable Access Station’s YouTube Channel [here](#).

PROJECTS

Updates

Complete Streets Prioritization Plan -Our Prioritization Plan has been accepted by the State. The approved plan can be viewed [here](#).

Town Building Phone Upgrade – This is still a work in progress, which we hope to resolve by the Calendar end.

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

5-Year Budget Forecast – We will be working on this at our financial management team meeting in October.