

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

February 27, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

Planning Board – The Paxton Planning Board has a vacancy. The Planning Board is established under [Mass General Laws](#).

The general purpose of the Planning Board is to provide for and guide the orderly growth and development of the community. This is accomplished primarily through development of a Master Plan for the Town, the Zoning Bylaw, and the Planning Board's Rules and Regulations Governing Subdivision of Land. The purpose of these administrative duties is to ensure the public safety, interest and welfare of the residents of the Town within the Planning Board's functional areas as mandated by statutes and local bylaws and regulations. The Planning Board is responsible for the administration of the Subdivision Control Law pursuant to Massachusetts General Laws Chapter 41 and its Rules and Regulations, to provide ways that are safe and adequate for pedestrian and vehicular access.

The Board conducts meetings and public hearings in compliance with Massachusetts General Laws to review and consider subdivision plans and Approval Not Required (also called Form A or 81P) plans. The Planning Board also makes recommendations on the laying out and acceptance of public ways. Another important function of the Planning Board is to consider and prepare amendments to the Town's Zoning Bylaw. The Board conducts public hearings on amendments drafted by the Board and on amendments that are submitted to the Board by way of citizen petition or by landowners or other town boards through the proper procedures for submitting Town Meeting articles.

The Planning Board also issues certain special permits and site plan approval under the sections of the Zoning Bylaw as the Special Permit Granting Authority:

The Planning Board is responsible for developing and updating the town's Master Plan, an ongoing process. The Planning Board also holds public hearings on proposals on designated scenic byways.

The volunteer who assumes this joint appointment by the Select Board and sitting Planning Board will serve in this capacity until the Town's next election on May 8, 2023. If the volunteer is interested in continuing, they will need to run for election by pulling nomination papers or be nominated at the Town Caucus, for the remaining term of the

vacancy. Please submit a letter of interest and a resume to dparsons@townofpaxton.net before 4pm on Wednesday, March 8, 2023 to be considered.

Conservation Commission – There are currently two openings on the Conservation Commission. Conservation Commission members are appointed by the Select Board for a term of 3 years. The current vacancies will be filled which an expiration date ending at the conclusion of the current vacant terms. To learn more about what Conservation Commission's are responsible for, please check out the [Massachusetts Association Conservation Commission website](#). Please submit a letter of interest and a resume to dparsons@townofpaxton.net.

See the [Town's Website](#) for a complete list of openings.

COMMUNITY HAPPENINGS

Paxton Days - Save the Date for Paxton Days, Saturday, June 17th this year at the Center Fields (where the bandstand and snack shack are located next to Paxton Center School).

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

Grants

Newly Awarded:

None at this time.

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

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:

Pending:

- ✓ **Security Cameras (Paxton Center School)** – Working with the School to complete this outstanding project and purchase from the State Bid list.

To do:

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

JOB OPENINGS

Firefighter/Paramedic – The Town has an opening for a full-time firefighter/paramedic. Interested/qualified candidates are encouraged to apply by March 8th at 5pm.

Check out the [Town's website](#) for the most up-to-date job openings, job postings, and instructions on how to apply.

PROJECTS

Updates

Town Building Phone Upgrade – Working on trouble shooting the porting of the Library phone number and connectivity of the DPW, Library, and COA phones via alternatives to running cable.

Economic Development Committee – The EDC has been having some issues with making a quorum over the last few meeting attempts. We have surveyed all members to try to find the best time and frequency and medium (in person vs. online) to meet.

Economic Development Earmark – Zoning Bylaw Update – A working group met last week to discuss what our deliverables and process would be in regards to the Town's earmark funding of \$75k for an update of our Zoning Bylaws. We discussed ensuring that we would include the MBTA rural adjacent zoning bylaw addition, cleaning up conflicts and ambiguities in our current zoning bylaws, as well as looking to utilize the business hurdles identified by EDC to make educated adjustments. We are in the process of drafting an RFP under Chapter 30B and will look to CMRPC, utilizing planning hours, to assist us with making sure we have a thorough document for bidding. We hope to reconvene prior to middle of March and get this out to bid.