

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

Monday, May 23, 2022

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## COMMUNITY HAPPENINGS

### **Memorial Day**

The annual Paxton Memorial Day Parade and Ceremony will be held on May 30<sup>th</sup>. This event is rain or shine. The schedule of events for the day, will be:

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|-----------------|--|
| 7:30 AM-9:30 AM | Breakfast with the Paxton Boy Scouts<br>(St. Columba's Catholic Church parking lot)<br><br>Cost is \$5 (cash/credit). Meal choice: 2 pancakes, 2<br>bacon/sausage, drink; OR breakfast sandwich and a drink              |
| 10:00 AM        | Parade (starting at the Public Safety Complex going to the Town<br>Common)   |
| Post Parade     | Ceremony will begin immediately  |
| Post Ceremony   | Paxton American Legion Post 306 (gun salute) at each of the<br>cemeteries in Town:<br>1. Old Cemetery behind Congregational Church<br>2. Mooreland Cemetery at WWII Memorial<br>3. Worcester County Memorial Park (WCMP) |
| Post Gun Salute | Luncheon at the Paxton American Legion Post 306  |

### **Paxton Days**

Paxton Days will be held this year on Saturday, June 11<sup>th</sup> from 10 AM to 2 PM on the Town Common. This event is rain or shine. There will be games, vendors, music by Paxton Crossings, and food, including free ice cream courtesy of Fidelity Bank. Parking options available are the parking lot at the congregational church; Town Hall; COA; and Paxton Center School. Interested vendors should contact Donna at 508-754-7638 x10 or email her at [dparsons@townofpaxton.net](mailto:dparsons@townofpaxton.net).

### **Rutland's 300th**

The Town of Rutland will be celebrating their 300<sup>th</sup> birthday on June 18<sup>th</sup>. There will be a proclamation read at 10 AM in the morning and the Town has invited the Paxton Select Board members to attend.

## DEPARTMENTAL UPDATES

### **Building**

The building department reported that the building permits are steady, but slower than normal for this time of year, with more permits for pools and smaller projects. There is

still work to be done by the developer in order to have Oliva Knoll accepted as a public road.

### **COA**

The COA is up and running. The COA remains busy with outreach and has the COA Van back on the road. There are COVID tests available for seniors to pick up at the COA. The COA Director is in the process of planning its annual Health Fair.

### **DPW**

West Street has been milled and paved at the Spencer line. The Catch Basin truck is currently in the shop and the DPW is hoping to get out and clean Catch Basins as soon as it is available.

### **Police**

Over the past two weeks, we have had two incidents with damage to our police vehicles- one involved our police cruiser and its bumper and the other involved some damage to our police motorcycle. Both claims have been submitted to the Town's insurance company, MIIA.

### **Town Clerk**

There are two more elections remaining for this year: the State Primary on September 16<sup>th</sup> and the State Election on November 8<sup>th</sup>.

## **MEETING UPDATES**

### **Managers/Department Head Meeting**

Last week, I held our first Manager's Meeting since I took over as Town Administrator. We will continue to hold these on a monthly basis.

### **Financial Management Team Meeting**

We have my first Financial Management Team Meeting scheduled next week.

### **Individual Staff/Department Head Meetings**

Over the past two weeks, I have met with the heads of most of the larger departments and some finance department heads. I will continue to meet with the remainder of the department heads this week.

### **Select Board Individual Meetings**

I have met and spoke with each of the Select Board members individually.

## **PROJECTS**

### **Dam Inspection**

Our dam inspection is scheduled for this week. Travis will work with Dave Lenart, our consultant, to do the inspection. Our DPW crew is ensuring that all brush is cleared on the dam before our inspection.

### **Financial Policies Grant**

Our next group meeting to review the work by the Colins Center for the Financial Policies Grant is scheduled for early June. The hope is to do a review, make any changes, and prepare the policies for acceptance before the Select Board/Finance Committee in July.

### **HR Policies Grant**

Donna and I will continue to work on these policies and hold a meeting with the Colins Center in June to make changes and work towards finishing up this work.

### **Procurement- Tree Removal (ARPA)**

I will be working closely with Travis and the Tree Warden to move forward with putting materials together in order to procure the services needed to remove trees that are a potential hazard to the power lines and roadways. Just over 400 trees had been marked with an orange “x” in town. Of those, it is estimated that about 100 are no longer alive and are the first priority.

### **Records Building**

I am currently working closely with Travis to find out more information and obtain initial quotes for work that is needed on the Records Building. This building stores many of our historical documents and was observed to be in the need of roof and fence repair. Once I obtain some quotes and we have a clear picture of the work that is needed, we will be in touch with the Historic District and Historical Commission.

## **TECHNOLOGY**

### **Electronic Signage (ARPA)**

New electronic signage has been installed at the Public Safety Building and the Town Hall. Staff will receive training on how to utilize these signs over the next few weeks. There may be a desire to have a policy for signage usage as we move forward.

### **Facebook**

The Town’s Facebook is now up and running. We are working on making sure we have it in the correct format before we begin doing more promotions and communications on this tool.

### **Town Website- Community Calendar**

We received a request last week to create a calendar to communicate community activities. Laurie, the Town Clerk, has worked with our website provider and is in the process of creating such a calendar for our Town’s website. We hope to have this up and running shortly.