

REPORT OF THE TOWN ADMINISTRATOR  
Year ended June 30, 2020

As I have done each year I would like to begin by once again bringing attention to the Town's dedicated department managers, employees, elected officials and numerous volunteers who serve on the many boards, commissions and committees for all their hard work and commitment. Paxton would not be the Town it is without the involvement of these people. I would like to especially thank the Board of Selectmen for their continued leadership of the Town.

This year started out busy and ended like no other. The term COVID-19 became a household name for all the wrong reasons and created a complete change of life for everyone

Activities for fiscal 2020 include the following:

A DPW Building Committee was appointed with a goal to provide information to residents regarding the need for a new DPW facility. The committee met several times before it was determined that COVID-19 would prevent planned activities, that were needed to move the project forward this year.

An engineering plan to install safety measures around the Town Common was drawn up

The Water Department started work on the maintenance of the Asnebumskit Tank, this was required by DEP to address the age of the tank and quality of the Town's drinking water.

The Collins Group completed the Classification and Compensation Study in January 2020 and the Board of Selectmen accepted the plan to be implemented in fiscal 2021.

The Collins Group completed the Capital Improvement and Planning Report in January 2020 and the Board of Selectmen accepted the plan to be implemented in fiscal 2021.

We received a Community Compact grant to implement online permitting. We anticipate that this will go live in January 2021.

We received a grant to replace the Town Hall ramp. This was completed in June 2020.

The Holden Road Reclamation project restarted in April 2020. Most of the work was completed by the end of the fiscal year.

Public buildings were closed March through July 2020 due to COVID-19, Michael Savasta, the Town's IT Technician was able to set up all staff to work remotely. Town Hall employees worked remotely or spent minimal time in the office to work safely.

Following state guidelines, the Town was able to take precautions to allow for appointments in June, prior to opening fully to the public in July 2020.

The Municipal Vulnerability Preparedness study took place with outreach sessions before the Board of Selectmen and residents at The Hills.

The study was completed in July 2020. Delayed in part due to COVID-19

The Town voted to raise and appropriate from the Road Improvement Stabilization Fund of \$110,382.

The implementation of the meal tax brought in \$13,270 revenue for the second year. Although not a substantial amount, it is a new source of revenue for the Town.

The Town was unable to hold the annual Paxton Days event due to Covid-19 restrictions.

The Annual Town Meeting that generally takes place the first Monday in May was delayed to August 30<sup>th</sup>. Due to COVID-19 the meeting took place outside at the Bandstand. I want to thank Donna Graf-Parsons, Executive Assistant for all her planning for this event to safely take place.

During the months of March through May, weekly emergency meetings took place on Saturday mornings with the Emergency Manager and BOH Chair to hear the current status of COVID-19, not only in our Town but worldwide. I want to give a special thank you to both Michael Pingitore (Emergency Manager) and Julia Pingitore (BOH Chair) for all their work and commitment to the safety of the Town of Paxton throughout this period. The endless hours that Mike and Julia donated to the Town of Paxton to keep our resident's safe is true dedication and I cannot thank them enough.

In closing I would like to thank all Department Managers and Town employees, Donna Graf Parsons, Executive Assistant, Donna Couture, Collector/Treasurer, Larissa Kennedy, Town Accountant, Laurie Becker, Town Clerk, Sheryl Lombardi, Town Service Coordinator, Kathy Stanley, Assessor, Tiffany Sidhom, Municipal Assistant for their continued hard work and support. This year has been especially difficult due to the many challenges of COVID-19. Everyone worked hard and cooperated to keep Town business running.

I would also like to give a special thanks to the Town's Police and Fire Departments who we know put their lives in danger daily to protect the Town, but this year even more as our Police, Fire and EMT's are often the first to respond when calls could potentially involve COVID-19 victims and patients.

Respectfully Submitted,

Carol L. Riches  
Town Administrator