

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

July 10, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

Board of Appeals – There are three vacant associate positions available for the Board of Appeals. Please see the [Town's website](#) for more information.

Council on Aging – There is one vacancy on the Council on Aging Board. Please see the [Town's website](#) for more information.

Economic Development Committee – There are two public, and two business member openings for the Economic Development Committee. Please see the [Town's website](#) for more information.

Richards Memorial Library Board of Trustees – There is one position open. This an elected position that will be appointed until the next election. See the [Website](#) for more info.

[See the Town's Website for all openings and how to submit an application.](#)

COMMUNITY HAPPENINGS

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

Police Bike Rodeo – This event was preliminarily schedule for Sunday, July 30th from 10 am to 12 noon at the Paxton Center School Parking Lot. To sign up, please contact Officer Silvestri at (508) 755-1104 x 3134 or by email at jsilvestri@townofpaxton.net.

Summer Music Series – Join Paxton Recreation as they host the Summer Music series on Thursday evenings at the Paxton Bandstand from 6:30 PM to 8:30 PM starting on July 13th. This year's line up is sponsored by the Mass Cultural Council and Country Bank. Please note that in the event of inclement weather, the evenings performance will be cancelled.

July 13th **The Midnight Riders**
www.facebook.com/themidnightridersbandma

July 20th **Donna Lee and the Crooked Ledge Band**
<https://www.donnaleeentertainment.com/>

July 27th **Paul Courchaine**
<https://www.facebook.com/paulcourchainemusic/>

Aug 3 rd	ASB Band www.ambientsojournal.com
Aug 10 th	Petty Larceny Band www.petty-larceny-band.com
Aug 17 th	Paxton Crossing https://www.facebook.com/PaxtonCrossing

DEPARTMENTAL UPDATES

IT

We held an initial kick-off meeting with Suzor IT to begin the transition. We will be holding a meet and greet with the IT company staff and our department heads in the next week. We have begun to transition our licenses over to Suzor IT, and will be working with Suzor IT to conduct an IT assessment for Paxton over the next few months.

Wachusett Regional School District (WRSD)

On June 28, 2023, the WRSD School Committee voted to utilize Excess and Deficiency Funds (the School's Free Cash) to reduce the FY24 school assessments. The impact for Paxton is a reduction in our FY24 assessment by \$18,652, which results in a total 3.92% increase in the WRSD budget from FY23 to FY24, which is below the original requested 4%.

FINANCES

Grants

Outstanding FY23

Community One Stop – Applied for West Street. Expected decision late Fall 2023.

Ambulance Certified Public Expenditure Program –\$62,566 - Pending

Libraries Transforming Communities: Accessible Small and Rural Communities. \$20,000 project to support Sensory Processing Disorder.

Community Compact (IT) Grant –\$115,000 to support conversion to records management system, including scanning and electronically filing records.

Community Compact Grant “HR Procedures” – Turnover in staff at Collin's Center. Working with them to finish up the project. Completed.

Hazard Mitigation Planning Grant –\$4,455 reimbursable grant to update the Town’s Hazard Mitigation Plan.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, extended until December 2023.

State Earmark of Funds – Zoning Bylaw rewrite, underway.

Procurement:

Complete:

Diesel Fuel – Bids were due July 10, 2023 at 12 noon. We received one bid from RJ McDonald. In FY23, we expended \$55,810.35. In FY24, we have budgeted \$49,000. We will be awarding the contract for FY23 Diesel Fuel to RJ McDonald at the following rates:

Diesel Fuel -	\$2.94+ \$.24 (tax) = \$3.18/gallon
Winter Blend (GLOBAL DSL 1)	\$2.99 + \$.24 (tax) = \$3.23/ gallon
Emergency/On Site Delivery Charge	\$150/ per

FY23 Rates below for comparison:

Diesel Fuel -	\$4.32 + \$.24 (tax) = \$4.56/gallon
Winter Blend (GLOBAL DSL 1)	\$4.40 + \$.24 (tax) = \$4.64/ gallon
Emergency/On Site Delivery Charge	\$150/ per

To do:

- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Town Common area drainage
- ✓ Town Auditors - RFP
- ✓ Well Pump - Recreation

JOB OPENINGS

Police Officer – There is one opening for a police officer.

Municipal Custodian – The position for Municipal Custodian has been advertised in the Landmark, the Town’s website, and Indeed.com. This is the position for a new part-time 19-hour per week custodian for FY24 for the Town Hall, Public Safety, COA, and DPW buildings. We hope to have a person hired by the end of July, if not sooner. We have three interviews this week.

Temporary Full-time benefited Mechanic/Heavy Equipment Operator- The position for a temporary mechanic/heavy equipment operator has been posted. This person will fill in for our mechanic who will be on military leave for the next 12-18 months.