

Report of the Town Administrator
Year ended June 30, 2023

Dear Town Officials, Residents, and Staff,

The past fiscal year, 2023, has been a period of significant activity for our town. I am grateful to the Select Board, our dedicated staff, and our vibrant community for giving me the chance to pen my second annual town report in my capacity as Paxton's Town Administrator. Your continued support and cooperation have been invaluable.

HUMAN RESOURCES

This year, we bid farewell to several of our longest-serving employees. Richard Trifero, our Building Commissioner, retired after dedicating 24 years of service to the Town of Paxton. Pete Warren, our Animal Inspector, also retired after 33 years of service. Michael Savasta concluded his tenure as the IT Director for the Town of Paxton after 6 years, and Richard Fenton stepped down from his role as a Finance Committee Member after more than 20 years.

On the other hand, we welcomed several new faces to our team. Dave Carl joined us as the part-time Building Commissioner. In the fall of 2022, Jenn Ford came on board as our Animal Control Officer. Jenn also serves as the ACO for Rutland, and we have entered into an Intermunicipal Services Agreement with Rutland for these services.

We also welcomed Amanda DeRezendes as the Assistant Treasurer/Collector, Hannah Lipper as the Assistant Town Clerk, and Doug Dillon as the Town's Conservation Agent.

For the first time in nearly two decades, we hired a Municipal Custodian to service the Town Buildings. We are pleased to have Mark Manzo join us in this role.

GRANTS

The following chart represents most of the grants awarded to the Town in FY2023, totaling more than \$639,127.

<u>Granting Agency</u>	<u>Amount</u>	<u>Purpose</u>
ARPA Funds	\$100,000	Trees
Early Education & Care	\$3,250 per month	Before/After School Program
MIIA Wellness Grant	\$5,000	Wellness

<u>Granting Agency</u>	<u>Amount</u>	<u>Purpose</u>
Office of Grants & Research	\$19,921	Funding for the Police Department
Tree removal using ARPA funds	\$92,680	Removal of 141 trees
Community Compact (IT) Grant	\$115,000	Support conversion to records management system
DFS Firefighter Safety Grant	\$15,500	Turnout gear
MIIA Risk Management Grant	\$5,626	Chain saw safety kits, bucket truck communication gear, and cybersecurity simulation and testing costs
SAFE Grant	\$5,400	Safety education
State Earmark of Funds	\$200,000	DPW building related work
State Earmark of Funds	\$75,000	Zoning Bylaw redo
United Way	\$5,000	Additional after school/out of school programming
Mass DOT	Not specified	Install electronic signage for speed limits on West Street

PROCUREMENT

Here is the chart for the Procurement Projects for FY2023 and FY2024, sorted in alphabetical order by project:

Project	Awarded To	Amount
Cable Access Equipment (Microphones, electronics)	Through MHEC	\$59,856
Emergency Procurement – Library	RJ McDonald	\$46,900
Full Depth Reclamation per Square Yard	Murray Paving	\$3.09
Heating Oil	RJ McDonald	\$0.899 (addon price)
IT Services	Suzor IT	\$40,500 (FY24)
Line Painting	Pro Finish	\$20,517.60
Bituminous Concrete per Ton	Mass Broken	\$80.48
Security Cameras (Paxton Center School)	State Bid list	TBD
Tivnan Field Lights	Bids Received	\$173k - \$290k (No award made yet)
Trash Collection	RFP Sent Out	TBD (Due back on April 7th)

COMMITTEE/DEPARTMENT CHANGES

In September 2022, an Economic Development Committee was established by the Select Board. The committee's objective is to examine the town's business relations and explore opportunities to attract more businesses.

A significant development in FY2023 was the relocation of the Cable office to a smaller room adjacent to the Training Room in the Public Safety Building. This move was followed by the initiation of live recording and broadcasting of the Select Board Meetings in early 2023, and subsequently, the Finance Committee Meetings in Spring 2023.

Additionally, the Town Services Coordinator Office was relocated to the previously vacant Dispatch space within the Public Safety Building. These changes reflect the town's ongoing efforts to optimize its operations and services.

PROJECTS

Some of the major projects that we accomplished in FY2023 are outlined below:

1. **VOIP Phone Upgrade (Spring 2023):** The Town of Paxton upgraded their VOIP phone system in the spring of 2023. This likely involved updating hardware and software to improve communication efficiency and reliability.
2. **Financial Policies Book (Fall 2022):** In the fall of 2022, the Town of Paxton released a Financial Policies Book. This document likely outlines the town's financial management practices and guidelines.
3. **Security Cameras at PCS:** Security cameras were installed at Paxton Center School (PCS). This would enhance the security and safety of the students and staff at the school.
4. **Complete Streets Prioritization Plan:** The Town of Paxton's Complete Streets Prioritization Plan was accepted by the State. This plan likely outlines the town's strategy for improving street infrastructure to accommodate all users and modes of transportation.
5. **Moody's Bond Rating** – The Town received an updated report maintaining the Town's Bond Rating at an Aa3, indicating the Town's low credit risk.
6. **Five-Year Forecast.** In the Fall of 2023, we presented a Five Year Financial Forecast to the Select Board and the Town, with the help and work of the Finance Team.

I look forward to continuing to work with the Select Board, Community, and our excellent staff over the next year.

Respectfully submitted,

Heather M. Munroe
Town Administrator