

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

June 26, 2023

## BOARD/COMMITTEE OPENINGS

### Boards, Committees, Commissions

**CIPC** – There is one opening for the Capital Improvements Planning Committee. This position is appointed by the Select 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.

**Planning Board** – There is one opening for the Planning Board. This position is elected, but vacancies are filled by a joint vote of the Planning Board and Select Board until the next annual election in May. Please see the [Town's website](#) for more information.

[See the Town's Website for all openings and how to submit a letter of interest.](#)

## COMMUNITY HAPPENINGS

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

**Police Bike Rodeo** – This event was postponed from June 17<sup>th</sup> due to rain and will be rescheduled for some time in July.

**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 13<sup>th</sup>. 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 13 <sup>th</sup>	The Midnight Riders <a href="http://www.facebook.com/themidnightridersbandma">www.facebook.com/themidnightridersbandma</a>
July 20 <sup>th</sup>	Donna Lee and the Crooked Ledge Band <a href="https://www.donnaleeentertainment.com/">https://www.donnaleeentertainment.com/</a>
July 27 <sup>th</sup>	Paul Courchaine <a href="https://www.facebook.com/paulcourchainemusic/">https://www.facebook.com/paulcourchainemusic/</a>
Aug 3 <sup>rd</sup>	ASB Band

Aug 10<sup>th</sup>      **Petty Larceny Band**  
                  **[www.petty-larceny-band.com](http://www.petty-larceny-band.com)**

Aug 17<sup>th</sup>      **Paxton Crossing**  
                  **<https://www.facebook.com/PaxtonCrossing>**

## **DEPARTMENTAL UPDATES**

### **Accountant**

July 15<sup>th</sup> is the cutoff for all FY23 expenses, including encumbrances and year-end transfers. Any revenues that are received and deposited after June 30<sup>th</sup> will be counted towards FY24 revenues.

### **COA**

The COA will be kicking off the summer with a cookout hosted by the Fire Department. The summer programs tend to slow down a bit over the warmer months. Outreach is steady and the van is up and providing service.

### **DPW**

DPW finished paving Forestdale, Orchard, and Glendale neighborhoods. They are now working on berms and driveway edges for those projects.

West Street project engineering is complete. The goal is to replace all water and stormwater drains 122 to Moore State Park. The DPW submitted grants from Community One Stop with an estimated cost for the project from \$6 to \$7 million.

### **IT**

The Town will be completing the implementation of multi-factor authentication for all town employees using Office 365 by month's end.

### **Building**

The Building Department (Building, Plumbing, Gas, and Electrical) has proposed an increase in fees for FY24 to cover the cost of the services to the Town as well as to allow for more comparable compensation for the inspectors.

The Planning Board and ZBA will be busy as Anna Maria has filed their project for a new baseball and appurtenant structures.

Sheyrl will work to revise the Solar Applications to inform residents that they are required to have preapproval of the PMLP prior to applying. In addition, there is currently no available solar capacity.

## **Library**

The Library will be launching their Summer Reading Program – “Find Your Voice.” The Library Director, Pam, applied for and received a \$20k grant from the American Library Association for the purposes of creating a sensory room, sensory programs for children. As part of the process, the library will host conversations with families of children with disabilities, and with interested stakeholders. Community members will help us solidify our vision of a sensory room into fully-realized space that meets their needs. We will invite interested community members to engage with us in conversations about the sensory needs of their families. The library and the ALA fully expect the initial idea to evolve with the input of the community, and we embrace that opportunity

## **Light**

The PMLP has been installing meters and working on installing a battery backup at the substation.

## **Recreation**

Recreation completed, along with other contributors including Donna Parsons, a successful Paxton Days which they were able to secure the PSC Gym to avoid the rain. Summer Jam happened on June 18<sup>th</sup>. The School Year ended last week and Summer Camp begins on Monday, June 26<sup>th</sup>.

## **Town Clerk**

The Special Primary and State Elections for Anne Gobi’s seats have been scheduled for Tuesday, October 10<sup>th</sup> and Tuesday, November 7<sup>th</sup>. The Clerk is looking to have all voters enter and exit through the side doors at the gym.

# **FINANCES**

## **Grants**

*Applied for Grants Update:*

**Community One Stop** – On the Town’s behalf, Tata & Howard, our consultants, applied for the Mass Works amongst a myriad of other available grants under the States Community One Stop Program for West Street. We do not expect to have a response until October.

**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.

**Libraries Transforming Communities: Accessible Small and Rural Communities,** Richards Memorial Library will receive grant funding in the amount \$20,000. Our overarching goal is to engage the community with a children’s sensory room, which will offer a calming and appropriately engaging environment in the library adjacent to our preschool room. The sensory room will also expand the usable space of the library, by utilizing existing space. The intended audience for our sensory room includes “high needs” children, children with Sensory Processing Disorder (SPD), children with disabilities, and any child in in the community in need of a sensory and calming space.

*Active/Status Update:*

**Combination Dynamic Speed Feedback and School Zone Speed Limit Sign Assemblies (Delivery Phase 2 for Municipal Roads)** – The DPW received a grant from Mass DOT to install electronic signage for speed limits on West Street.

**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

**Hazard Mitigation Planning Grant** – We received approximately \$4,455 in a reimbursable grant to update the Town’s Hazard Mitigation Plan. – In Progress

**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** – The unofficial working group will be meeting next week with CMRPC to get the zoning bylaw rewrite project, funded by earmark, up and running.

**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.

**Procurement:**

Complete:

**Line Painting FY24** – We received the following bids for Line Painting.

<u>Company Name</u>	<u>4" solid dbl yellow center line</u>	<u>4" solid white side fog line</u>	<u>"SCHOOL" stencil hand work</u>	<u>Blue handicapper marking</u>	<u>90 degree arrows</u>	<u>Fuel charge</u>	<u>Any other charges</u>	<u>Total</u>
Pro Finish Liners Corp	\$10,969.34	\$4,468.23	\$100.00	\$600.00	\$140.00	\$250.00	Traffic control \$1,000.00	\$17527.57
Markings Inc	\$14,307.84	\$5,828.13	\$99.00	\$834.00	\$157.00	0	0	\$21,225.97
K5 Corporation	\$13,512.96	\$5,763.37	\$120.00	\$600.00	\$116.00	0	0	\$20,112.33

**Paving Contracts FY24** – The IFB for the FY24 paving contract received bids from seven companies.

<u>Company</u>	<u>Bituminous concrete (item #1) Per ton</u>	<u>Full Depth Pavement Reclamation (item #2) Pre square yard</u>
PJ Albert	\$86.25	\$3.90
Mass Broken	\$80.48	N/A
Murray Paving	N/A	\$3.09
All States Construction	N/A	\$3.74
Lazaro Paving	\$90.00	\$4.00
Garrity Asphalt	N/A	\$4.96
PJ Keating	\$97.00	N/A

**Heating Oil** – The Town went under the CMRPC group bidding materials and has awarded the FY24 Heating Oil contract to RJ McDonald for an addon price of \$0.899.

**IT Services FY24** – Four businesses were solicited and the lowest was Suzor IT.

<b>Vendor</b>	<b>Amount</b>
Rabidou Consulting	\$ 60,362
CM Geeks	\$ -
Northeast IT	\$ 50,896
Suzor IT	\$ 40,500

**Tivnan Field Lights** – Bids have been received and came in higher than anticipated, with the lowest by around \$173k and the highest at \$290k. The Recreation Board is discussing their options in a few weeks.

*To do:*

- ✓ Diesel Fuel – Bids are due back on Monday, July 10<sup>th</sup> at 12 noon.
- ✓ Cable Access Software
- ✓ Records Building – Fence
- ✓ Town Common area drainage

✓ 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.