

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

June 12, 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.

Finance Committee – Finance Committee has a few openings. This is an excellent role for a Town Resident who is interested in learning more about the Municipal Finance Process. The busy season for individuals in this role is usually the spring months leading up to Town Meeting. These positions are appointed by the Moderator. 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.

Historical Commission – The Historical Commission will be resuming their open house Saturdays from 9 -10:30 am on the 2nd Saturday of each month starting on June 10th. On June 24th at 7pm the Historical Commission will be hosting a History at Play, "Revolution of her Own – story of Deborah Sampson" at the Senior Center.

Paxton Days & Summer Jam – This year the Town has a fun filled day planned for Saturday, June 17th from 10am to 8pm. The festivities will take place at Central Fields and Band Stand. This is a FREE event open to all ages. There will be music, food, games, food trucks, and other vendors. To participate as a vendor, please contact Donna Parsons at dparsons@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 13 th	The Midnight Riders www.facebook.com/themidnightridersbandma
July 20 th	Donna Lee and the Crooked Ledge Band https://www.donnaleeentertainment.com/
July 27 th	Paul Courchaine https://www.facebook.com/paulcourchainemusic/
Aug 3 rd	ASB Band www.ambientsojourn.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

This month the IT team has responded to a few reports of potential scams showing up on employees computers when they have a browser open. All employees were notified and informed on appropriate steps.

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.

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:

Active:

- **Tivnan Field Lights** – A pre-bid conference was held on June 1st and an addendum was issued last week. The bid opening date was extended until June 21st at 12 noon.
- **Paving Contracts FY24** – The IFB for the FY24 paving contract work has been issued and bids are due on Wednesday, June 14th at 12 noon.
- **Line Painting FY24** – The solicitation for quotes for the FY24 Line Painting contract work has been issued and bids are due on Wednesday, June 14th at 12 noon.
- **IT Services FY24** – The solicitation for quotes for FY24 IT contracted services has been issued to at least three vendors and responses are due back Friday, June 16th at 4 pm.

To do:

- ✓ 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.